

City of Allentown
Position Description

Class Title:	BUILDING INSPECTIONS ASSISTANT SUPERVISOR
Grade Number:	12N
Department:	Community & Economic Development
Bureau:	Building Standards & Safety
Union:	Non-bargaining

GENERAL PURPOSE

Performs advanced professional office and field work in examining building, plumbing/mechanical, electrical, and related plans. This job involves responsibility for the examination of complex plans for new construction and alterations and repairs for compliance with City building codes and zoning ordinances. Technical advice and assistance is given to architects, engineers, and contractors on code conformance problems and to field inspectors in the interpretation of construction plans.

SUPERVISION RECEIVED

Works under the supervision of the Building Inspections Supervisor.

SUPERVISION EXERCISED

May exercise supervision over Building, Plumbing/ Mechanical, and Electrical Inspectors, and Permit Technicians.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews and approves working drawings and architectural plans for proposed structures and building construction in accordance with the national and local building codes along with plumbing/mechanical, electrical, and property rehabilitation and/or maintenance code.
- Interviews applicants to determine needs and assists in filling out applications.
- Coordinates, monitors, and tracks issuance of permits, including coordinating with other City Bureaus.
- Assists in advising contractors, architects, and individual property owners with questions regarding city code compliance.
- Performs inspections in the field, as required.
- Provides quality and effective customer service with courtesy and understanding to customers, citizens, and City employees.
- May be part of the Bureau on-call system for building emergencies on nights and weekends.
- Acts as back-up to the Building Inspections Supervisor, as necessary.
- Performs related work, as required.

DESIRED MINIMUM QUALIFICATIONS (Tests and/or interviews may be required):

Education and Experience:

- (A) A bachelor's degree; or
- (B) Experience in construction; and
- (C) Experience in building plan reviews; and
- (D) Valid Pennsylvania Driver's license; and
- (E) Certifications and Licenses in appropriate code enforcement disciplines, including the following: Residential Building Inspector, Residential Electrical Inspector, Residential Mechanical Inspector, Residential Plumbing Inspector, Residential Energy Inspector, Commercial Building Inspector, Commercial Electrical Inspector, Commercial Mechanical Inspector, Commercial Plumbing Inspector, Commercial Energy Inspector, Accessibility Inspector/Plans Examiner, Building Plans Examiner, Electrical Plans Examiner, Mechanical Plans Examiner, Plumbing Plans Examiner, Energy Plans Examiner, Building Code Official. (If an applicant has most but not all of the required certifications and licenses and the candidate is selected for the position, the City will make obtaining the remaining certifications a condition of employment and will set a reasonable date for obtaining the certifications and licenses.)
- (F) Equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Ability to examine plans and specifications of new construction or alternations, and interpret to determine whether such plans conform to provisions of the applicable codes and practices.
- (B) Ability to delegate, assign and coordinate work for the individuals under their control and responsibility.
- (C) Ability to enforce regulations and ordinances fully and impartially and to maintain good relations with the general public and the various trades.
- (D) Ability to read and accurately interpret plans and specifications of any complexity, and to compare them with construction in progress.
- (E) Ability to conduct inspections during the course of construction or renovation to ensure completion of the work is in compliance with the codes.
- (F) Ability to consult with building owners, architects, engineers, contractors and public to effect satisfactory working relationships.
- (G) Ability to develop and suggest problem solutions to bring designs into compliance.
- (H) Good judgment.
- (I) Good physical condition.
- (J) Ability to prepare clear and concise reports.
- (K) Ability to establish and maintain effective working relationships with Federal, State and local officials, property owners, other institutions, and

- the public.
- (L) Ability to successfully coordinate and/or mediate relationships between property owners and contractors in order to facilitate the permit/licensing process.
 - (M) Ability to establish and maintain effective working relationships with superiors, other employees and the public. Successful customer service experience and a proven ability to deal with the public is essential.

TOOLS AND EQUIPMENT USED

Requires intensive daily use of computer, including Microsoft Office programs, calculator, cell phone, plan scanner, copier, and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised 8/8/16