

Job Title: Building Code Professional

Department: Community & Economic Development

Bureau: Building Standards & Safety

BAND	GRADE	SUBGRADE	FLSA STATUS
	22M		SEIU

NATURE OF WORK
Under the Pennsylvania Uniform Construction Code and the direction of the Building Official, inspects buildings and reviews plans for compliance with uniform electrical, plumbing, mechanical and building codes; enforces code compliance as necessary.

Essential Duties: These duties are a representative sample; position assignments may vary.		FREQUENCY	BAND/ GRADE
1.	Inspects and enforces construction for structural, fire, and health safety as well as building electrical, plumbing, mechanical, and energy system requirements of adopted codes, ordinances or standards as applied to residential, commercial or industrial buildings.	Daily 20%	
2.	Reviews and approves drawings for proposed structures and building construction in accordance with the national and local building codes and City of Allentown ordinances.	Daily 20%	
3.	Advises staff, contractors, architects and individual property owners with code information in fields of expertise. Enforces violations of the code, including attending court as needed to follow through with enforcement actions.	Daily 10%	
4.	Prepares and maintains required inspection records and reports.	Daily 20%	
5.	Receives and responds to inquiries and requests for assistance from the public regarding hazards, illegal construction activity, code compliance inquiries and safety concerns.	Daily 10%	
6.	Attends training seminars to enhance professional job knowledge and skills and maintains certifications.	As Required	
7.	Responsible for assigned vehicle, reporting maintenance issues to supervisor.	As Required	
8.	Performs various office duties as required, including answering telephone, typing reports and correspondence, copying and filing documents, entering data into the computer, scheduling, etc.	Daily 20%	
9.	Is part of an emergency on-call rotation schedule	As Required	
10.	Performs related work as required.	As Required	

Job Title: Building Code Professional

Department: Community & Economic Development

Bureau: Building Standards & Safety

SUPERVISION GIVEN/RECEIVED

Works under the supervision of the Building & Construction Superintendent

Supervision may be exercised over no one.

DECISION MAKING

Incumbents exhibit defined decision making skills determined by specific area of assignment. Duties and tasks are both routine and non-routine in nature and incumbents may refer complex decisions to the higher levels. Assignments are generally focused in nature and require decisions with defined parameters.

TRAINING AND EXPERIENCE REQUIREMENTS

- Valid Pennsylvania Driver's License
- Graduation from high school or equivalent required along with continuing education in the building trades, building materials, construction plans and the plumbing field. Must have five (5) years of experience in the building and plumbing trades or equivalent combination of training and experience.
- Must possess valid Pennsylvania Uniform Construction Code certifications as a Building, Electrical, Plumbing, Mechanical, Accessibility, and Energy Inspector or certification as required to meet requirements of Combination Inspector class. Must be verified, accepted and maintained through PA Labor & Industry. Throughout course of employment, must maintain ability to cut-in electrical services.

LICENSING REQUIREMENTS

Job Title: Building Code Professional

Department: Community & Economic Development

Bureau: Building Standards & Safety

- Possession of, or ability to obtain and maintain, a valid motor vehicle operator's license as issued by the Commonwealth of Pennsylvania or State of residence;
- Must have ability to obtain and maintain license to cut-in electrical services.
- Must meet training, certification, licensing and continuing education requirements as established by the Pennsylvania Department of Labor and Industry and International Code Council for the following trades:

Building Code Professional (A) Step D

Shall possess the following certifications:

All residential inspector certifications (B1,E1,M1,P1,79) & property maintenance(64) or equivalent (commercial/residential combination).

Building Code Professional (A) Step E

Shall possess the following certifications:

All commercial inspector certifications (excluding commercial electric) (can also perform residential inspections excluding electric) (B2,M2,P2,77 or CE,21) & property maintenance(64)

Building Code Professional (A) Step F-G

Shall possess the following certifications:

All certifications required in previous steps with additional certifications not listed in steps D and E but excludes certs that are needed in BCP level 2 step D.

Building Code Professional (B) Step D

Shall possess the following certifications:

All commercial inspector certifications (can also perform residential inspections including residential electric), (excluding commercial electric) (B2,E1,M2,P2,77 or CE,21) & property maintenance(64)

Building Code Professional (B) Step E

All commercial inspector certifications and electric plan examiner certification (can also perform residential inspections) (B2,E2,E3,M2,P2,(77,78 or CE),R3,21) & property maintenance(64)

-OR-

All commercial inspector certifications and residential electric and all plan examiner certifications excluding commercial electric and electric plan examiner certifications (can also perform residential inspections) (B2,B3,E1,M2,M3,P2,P3,(77,78 or CE),R3,21) & property maintenance(64)

Building Code Professional (B) Step F-G

Shall possess the following certifications:

All certifications required in previous levels and steps with additional certifications not listed in steps D and E but excludes certs that are needed in BCP level 3 step D.

Building Code Professional (C) Step G

Shall possess the following certifications:

All residential/commercial inspector/plan examiner certifications, including fire 1,2, and plans examiner, MCP designation, and BCO. (B1,B2,B3,R3,E1,E2,E3,M1,M2,M3,P1,P2,P3,(77,78 or CE),79,21,66,67,F3) & property maintenance(64)

•

KNOWLEDGE REQUIREMENTS

Job Title: Building Code Professional

Department: Community & Economic Development

Bureau: Building Standards & Safety

- Good knowledge of City ordinances relating to building, electrical, plumbing and mechanical systems.
- Good physical condition. Ability to work on construction sites and climb ladders and stairs.
- Good knowledge of possible defects and faults in plumbing or mechanical systems, connections, fixtures and appliances and of standard testing devices and effective corrective measures.
- Good knowledge of the methods and practices involved in construction, installing, maintaining and operating a variety of plumbing and mechanical installations, equipment and appliances.
- Working knowledge of possible defects, faults and corrective actions in electrical wiring and appliance installations and of National Electrical Code Standard for residential and commercial installations.
- Good knowledge of possible defects and faults in all types of building construction.

SKILL REQUIREMENTS

- Ability to prepare clear and concise reports.
- Ability to deal courteously and tactfully with the public and 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.
- Ability to respond to complaints received by various departments and/or agencies.
- Ability to consult with building owners, contractors, plumbers, mechanics, electricians and others to effect and maintain satisfactory working relationships on inspections and regulatory matters.
- Ability to understand and work from construction, electrical, plumbing and mechanical plans, blue prints, drawings and diagrams.
- Ability to detect and locate defective building, electrical, plumbing or mechanical construction or installation when defects are most easily found and remedied.

Job Title: Building Code Professional

Department: Community & Economic Development

Bureau: Building Standards & Safety

PHYSICAL REQUIREMENTS

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 must have the ability to perform on-site field inspections including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in the performance of duties. Must be able to perceive color, shapes and forms, and operate a motor vehicle. Requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and/or the use of general office machinery.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

CLASSIFICATION HISTORY

DATE	COMMENT
August 30, 2023	Draft prepared by Heidi Westerman

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.