

**Open to the Public
As of May 1, 2017****Commercial Code Official****Primary Function**

Reviews plans and specifications for proposed residential and commercial construction work for primarily existing buildings in order to secure compliance with ordinances, laws and regulations under the Uniform Construction Code within their scope of certifications.

Performs inspections on new construction and demolition sites for compliance in accordance with the Uniform Construction Code and adopted city ordinances.

Training and Experience

- Graduation from High School or completion of a GED is required.
- Graduation from an accredited trade or technical school with construction related programs OR at least three (3) years' experience in commercial construction OR two years as a Certified ICC/UCC commercial building plans reviewer and inspector.

Licenses and Certificates

- Possession of a current, valid driver's license issued by the Commonwealth of Pennsylvania is required at all times.
- Possession of the UCC State Certifications as a Commercial Building Plans Reviewer/Inspector, Commercial Plumbing/Inspector, and Accessibility Code Official is required.
- The ability to obtain further commercial UCC certification in conformance to a Job Performance Plan developed by the Bureau Chief, within one year and as the Performance Plan requires for every year thereafter.

Comments

- This position shall obtain the Uniform Construction Code and City Certifications as follows:
 - Building Code Official – within 6 months of hire.
 - International Property Maintenance Code Inspector – within 6 months of hire.
 - Commercial Mechanical Code Inspector – within 12 months of hire.
 - Commercial Plumbing Plans Examiner – within 36 months of hire.
 - Commercial Mechanical Code Plans Reviewer – within 48 months of hire.
 - Commercial Energy Code Inspector – within 54 months of hire.
 - Commercial Energy Plans Examiner – within 60 months of hire.
 - Commercial Electrical Inspector – within 72 months of hire.
 - Commercial Electrical Plans Reviewer – within 84 months of hire.

Salary: \$52,511.00**Full-Time; Excellent City benefit package*****Applications will be accepted until 5:00 pm on Thursday, May 18, 2017.***

The City Job Application and full job description are available at www.cityoflanasterpa.com/city-job-listings

The City of Lancaster is an Equal Opportunity Employer

**City of Lancaster
Job Description**



Job Title: Commercial Code Official/Plans Reviewer/Inspector	Job Code: 2473 (prev 1252, 1253)
Department: Economic Development & Neighborhood Revitalization	FLSA: Exempt
Job Grade: 1012 Non Bargaining	Effective Date: 1/21/11
Reports To: Bureau Chief, Code Compliance and Inspections	Revision Dates: 12/30/10; 2/3/15, 12/12/16

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Principle Duties & Responsibilities

- Follows safe practices in the performance of the position duties, including the wearing of proper personal protective equipment on construction sites as necessary or required.
- Examines plans and specifications in detail for commercial general building, plumbing and/or mechanical systems, energy and installations, replacements, and modifications to assure compliance with the UCC and city ordinances.
- Examines plans for minor projects, including residential and projects related to accessibility to assure compliance with the UCC and city ordinances.
- Inspects construction sites for compliance with approved plans, and issues stop work orders for work being performed without permits and discusses corrective measures with the appropriate parties when necessary.
- Maintains computerized databases and project files.
- Keys pertinent data into electronic database via desktop personal computer terminal and/or portable equipment regarding permits and inspections.
- Utilizes a desktop personal computer terminal for typing, scheduling and routine data entry;
- Prepares reports derived from electronic data.
- Makes field inspections to determine compliance with the Uniform Construction Code as adopted by the city and completes detailed inspection reports for construction projects inspected.
- Files citations to prosecute actors for failure to adhere to the Construction related ordinances of the city and attends court to present evidence for violations.
- Completes and maintains required detailed records of plan reviews and inspections.

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of safety practices in the construction industry.
- Proven ability to effectively read, write, speak and comprehend English is required.
- Knowledge of practices related to all phases of construction.
- Ability to read and comprehend technical manuals, specifications and blueprints related to construction and building systems.
- Ability to interpret, analyze and explain the provisions, scope, and parameters of codes and related ordinances.
- Considerable knowledge in the methods and practices used in installing, maintaining, repairing and replacing equipment and materials in buildings is required.
- Considerable knowledge of applicable construction codes is required.
- Proven proficiency in knowledge, understanding and use of the Microsoft (or similar) suite of tools (Word, and Excel, and Outlook) is required.
- Knowledge of the principles of personal computer operations.
- Ability to operate an interactive desktop personal computer and portable electronic equipment
- Ability to use interactive data entry and retrieval procedures

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- Ability to learn the applications of the department's designated software database.
- Proven ability to understand and work from construction plans and specifications is required.
- Proven ability to consult with building owners, contractors, craftsmen, developers, co-workers and others, and to establish and maintain effective, working relationships is required.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.
- Ability to safely operate a vehicle on private and public streets is required in all weather conditions.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Ability to travel to and work on construction sites in all weather conditions, including the climbing of stairs, ladders and scaffolding.

Training and Experience

- Graduation from High School or completion of a GED is required.
- Graduation from an accredited trade or technical school with construction related programs OR at least three (3) years experience in commercial construction OR two years as a Certified ICC/UCC commercial building plans reviewer and inspector.

Licenses and Certificates

- Possession of a current, valid driver's license issued by the Commonwealth of Pennsylvania is required at all times.
- Possession of the UCC State Certifications as a Commercial Building Plans Reviewer/Inspector, Commercial Plumbing/Inspector, and Accessibility Code Official is required.
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Environmental Conditions

- Exposed to inclement weather and extreme temperatures, including long periods of walking and standing outdoors.
- Works outdoors and indoors with, or without, heat and/or air conditioning.
- Exposure to noise conditions on construction sites.
- Subject to working on uneven terrain in various soil conditions.

Safety Equipment Used or Needed

- Hard hat, safety glasses, hearing protection as required.

Comments

- Job requires walking, squatting, bending, kneeling, reaching, climbing, crawling for up to eight (8) hours a day, frequently in unfavorable weather conditions.
- Position is subject to assignments after normal working hours and recall for situations requiring the presence of a code official.
- This position is full-time 40 hours per week and additional hours may be scheduled as needed depending on workload.
- This position shall obtain the Uniform Construction Code and City Certifications as follows:
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The performance plan will be adjusted for any code official who has obtained any of these certifications prior to employment.