

**Assistant Code Administrator
Department of Planning and Codes**

Class Title: Assistant Code Administrator
Department of Planning and Codes

Class Definition: Working under the direct supervision of the Chief Codes Administrator, the incumbent assists in the direction and supervision of the activities of the Bureau of Codes Enforcement. This individual conducts field inspections and makes reports relative to the enforcement of the City's building ordinances. A person in this position supervises the work of the Code Enforcement and Code Compliance Officers within the Bureau of Codes. This is an exempt position.

Distinguishing Features of Work: A person in this position is responsible for making field inspections and submitting reports for the purpose of enforcing compliance with federal, state, and municipal codes, laws and ordinances regulating the construction, repair and alteration of buildings and structures. The oversight and direction of the day-to-day activities and assignments of the Code Enforcement and Compliance Officers within the Bureau are an important aspect of this position.

Examples of Work: (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class and are not intended to be all-inclusive or exclusive. 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.) This 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.

- Carries out supervisory responsibility in accordance with policies, procedures, and applicable laws including planning, assigning and directing work; appraises performance; rewards and disciplining employees; addresses complaints and resolves problems.
- Inspects residential and commercial buildings during various stages of construction and remodeling ensuring compliance with applicable codes, ordinances and regulations;
- Inspects previously occupied/vacant buildings, spaces or suites for code compliance and approves inspected areas for certificates of occupancy;
- Inspects existing residential and commercial structures for change of use, occupancy or compliance with applicable codes and ordinances;
- Inspects foundation, concrete, steel, masonry, wood construction, framing, plastering and various installations and a large variety of other complex and routine building system elements for both residential and commercial construction;
- Confers with architects, contractors, builders and the general public; explains and interprets requirements and restrictions of adopted codes and ordinances;
- Receives calls and answers questions about permits and code requirements; directs inquiries as necessary, relating to residential and commercial construction;
- Retrieves permit information from the computer; certifies legal data including owners, tax records, and other data needed to issue permits;
- Maintains files and reports regarding inspection activities and findings on all active projects;
- Testifies in court as necessary;
- Conducts home/rental inspections;
- Assists in training new employees assigned to the bureau;
- Attends day and evening meetings as required and/or requested;
- Conducts pre-construction meetings with architects, engineers and contractors to explain codes and local regulations as related to new project construction;

- Investigates and resolves public complaints; determines compliance with City codes and ordinances; recommends appropriate action;
- Is available for emergency inspections after normal business hours; and
- Performs other duties as assigned.

Tools and Equipment Used: Motor vehicle, mobile or portable radio, pager, personal computer, including Microsoft word, Excel and other data base software, calculator, phone, cell phone; testing equipment.

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.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities necessitating physically moving about on construction work sites. Hand eye coordination is necessary to operate testing instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

Necessary Knowledge, Skills, and Abilities: An employee in the position of Assistant Codes Administrator must have extensive knowledge in

- Complex principles and techniques of building inspection;
- Principles of structural design and engineering mathematics;
- Residential and commercial construction, materials and methods of construction; and
- Safety standards and methods of building construction for commercial, industrial and residential buildings.

The Assistant Codes Administrator must have extensive skill in

- Administration of staff, staff development and activities either directly or through subordinate supervision;
- Balances multiple and sometimes competing priorities;
- Organization of daily inspections, inspection files and test reports;

- Detection of code violations within all required building construction;
- Analysis of building plans for existing and new structures for code compliance; and
- Computation of mathematical equations.

A person appointed to this position must have the ability to

- Organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction;
- Learn building-related codes and ordinances adopted and enforced by the City of Easton, including currently adopted building codes and zoning ordinances;
- Interpret and apply pertinent federal, state and local laws, codes and regulations with tact and impartiality;
- Read and interpret complex building plans, specifications and building codes;
- Prepare, organize and maintain inspection files and office data and reports;
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials;
- Detect deviations from plans, regulations and standard construction practices;
- Enforce regulations fairly, firmly, factually and with proper public relations skills;
- Understand and carry out oral and written directions;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Act effectively in emergency and stressful situations; and
- Must be physically capable of moving about on construction work sites.

Desired Minimum Qualifications Required for Appointment:

- Graduation from high school or GED, supplemented by three (3) years of increasingly responsible construction and/or building inspection experience, or any equivalent combination of education and experience in both residential and commercial construction;
- Possession, at time of appointment, a current, valid Pennsylvania Department of Labor and Industry Building Inspector certification;
- Possession of a current, valid PA driver's license;
- U.S. citizenship;
- No felony convictions or disqualifying criminal history within the past ten (10) years;
- Ability to read, write, and speak the English language; and
- Physical capability to move about on construction work sites.

A person appointed to this position will be required to

- Obtain an International Code Council Accessibility/Plans Examiner Certification within thirty (30) days of appointment to position; and
- Obtain an International Code Council Commercial Energy Inspector certification within sixty (60) days of appointment to this position.