

Chief Codes Administrator
Department of Planning and Codes

Class Title: Chief Codes Administrator
Department of Planning and Codes

Class Definition: Working under the general supervision of the Director of Planning and Codes, the incumbent directs the activities of the Bureau of Codes and Inspections and supervises the codes staff. This individual conducts field surveys and makes reports relative to the enforcement of the City's building and zoning ordinances.

Distinguishing Features of Work: A person in this position performs complex, technical, administrative, and supervisory work in all areas related to the Bureau of Codes and coordinates and directs and coordinates the work of the inspection and clerical staff as necessary. The incumbent is also responsible for the City's zoning enforcement administration.

Examples of Work: 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.

Supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations, coordinates bureau activities with other departments and agencies as needed. Provides technical advice; makes presentations to elected officials, boards, commissions, civic groups and the general public. Communicates official plans, policies and procedures to staff and the general public. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints. Prepares a variety of studies, reports and related information for decision-making purposes. Explains, interprets, and provides guidance regarding applicable codes to architects, engineers, contractors, developers, owners and other interested parties; answers questions regarding building codes and requirements. Reviews current trends and developments in the field of construction, and prepares revisions to codes, ordinances and local regulations. Evaluates and recommends changes to the plan review system and implements efficiency improvements. Coordinates activities with building official, inspectors, planners, engineers, fire inspectors and other agency staff. Performs research on codes and

ordinances as assigned to evaluate and recommend improvements to codes and ordinances. Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues. Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions. Coordinates plan reviews, inspections, and enforcement actions. Maintains complete and accurate records of approved plans. Performs the duties of a building, mechanical, plumbing, fire or electrical inspector, as qualified and required. Supervises housing inspections. Issues all certificate of occupancy and buyer notifications. Conducts inspections of all new construction and major alterations. Supervises complaint inspections; plans and assigns work for codes inspectors as well as clerical staff. Prepares reports amending ordinances and reviews of codified amendments. Conducts inspections, produces scope of work, including specifications. Enforces all municipal zoning ordinances.

Tools and Equipment Used: Motor vehicle, mobile or portable radio, pager, personal computer, including word processing, spreadsheet and data base software, calculator, 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.

While work is performed mostly in an office setting, outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. 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 40 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 characteristic 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 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: Must be certified as a Building Code Official by the Commonwealth of Pennsylvania, must be certified as an accessibility inspector/plans examiner, must be certified as a building inspector, and must be certified as a plan reviewer by the International Code Council. Not all certifications shall be immediately required but must be obtained within 1 year from the date of hire. Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulation relating to construction, inspection, and safety; considerable knowledge of public works inspection methods. Considerable skill in reading and interpreting construction drawings, plans and specifications, skill in operating the listed tools and equipment. Ability to prepare, organize and maintain inspection field and office data, reports and systems; ability to supervise a group of employees both in the field and in an office setting. Ability to perform required mathematical computations, ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials and the general public. Ability to act effectively in emergency and stressful situations; ability to follow verbal and written instructions; ability to give verbal and written instructions. Ability to communicate effectively orally and in writing. Ability to establish effective working relationships with employees, contractors, developers, architects, engineers, owners, other agencies, and the general public. Extensive knowledge of uniform building codes and electrical codes, mechanical codes, plumbing codes, fire codes, general construction codes; working knowledge of electrical, carpentry, cement, mechanical, or plumbing work, and skill in applying knowledge of national uniform building codes, zoning and land use regulations. Extensive knowledge of inspection techniques. Must have a valid drivers license.

Desired Minimum Qualifications Required for Appointment: Graduation from high school or GED, supplemented by five (5) years as a certified building inspector, contractor, code enforcement officer or superintendent of building construction; some advanced technical instruction in related fields of mechanical, electrical, plumbing or building construction, and some of experience in general construction and related fields, or any equivalent combination of education and experience. Certification by the Commonwealth of Pennsylvania as a building code official, accessibility inspector/plans examiner, Master Code Professional preferred.

EOE: The City of Easton is an equal opportunity employer.