Position Title: Collier Township Building Inspector
Department: Building and Codes
Direct report: **Building and Fire Code Official**

***Description of Position*:** Essential Job Functions and Duties

- Inspect structure and site during various stages of construction to ensure compliance with applicable codes, ordinances and regulations.
- Examine plans and specifications of new construction, additions and alterations to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
- Inspect existing buildings and premises for change of use, occupancy, or compliance with applicable codes and ordinances.
- Conduct inspections of construction sites for compliance with regulations.
- Issue notice to comply with violations; maintain records of history of facts for possible legal actions.
- Consult with architects, contractors, builders and the public in the field and office; explain and interpret building requirements and restrictions.
- Maintain files and reports regarding inspection and plan check activities and findings.
- Attend and participate in meetings, if needed.
- Interpret plans, blueprints and specifications.
- Plan and organize work schedule.
- Communicate effectively both orally and writing.

Candidate Characteristics:

- Self-motivated
- Willingness to advance in experience and certifications.
- Reliability, shows up on time, finishes assignments without close supervision.
- Accountability: Takes responsibility for oversights and discloses efficiently.
- Collaboration, supports teammates, shares ideas openly, and respects different work styles.
- Manages personal emotions, shows understanding, and handles conflict with composure.
- Adjust fast when priorities or systems change.
- Ask questions and accepts feedback to improve performance.
- Look at hard problems and find helpful, practical solutions.

Knowledge of:

- PA Uniform Construction Code.
- ICC Code Book series and referenced standards
- Types of building construction, materials and methods.
- General zoning, land use law and Municipal Planning Code.
- General grading practices.
- Permit processing software.

Working conditions:
Work is performed in an office setting, Township vehicles, outdoors, and at construction sites. The noise level is frequently loud; work sites can be muddy, dirty, icy, snowy, rainy and cold.

Physical Requirements:
While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and/or fingers to handle, feel or touch objects, tools, or controls. The employee is required to walk extensively and lift and/or move up to 50 pounds. Specific vision abilities required by the job include close- and long-range vision and the ability to adjust focus. The employee must be able to traverse rough, rutty, muddy, snow covered, and icy terrain. Must be able to climb ladders and scaffold, stoop, kneel, crouch, and crawl. Must be able to step over or navigate around construction materials and construction debris in tightly confined spaces.

Minimum Education, Training and Experience Requirements:
High school diploma and completion of the required course work in each of the certification categories listed below. Minimum of three (3) years of experience serving as a full-time building inspector.

Licensing and Certification:
The employee is required to have a valid Driver's License and to have minimum residential certifications listed below must be current from the Pennsylvania Department of Labor and Industry prior to employment and then must maintain active status of each certification throughout employment:

- Residential Building Inspector
- Residential Mechanical Inspector
- Residential Energy Inspector
- PA UCC - Building Code Official

Benefits offered:
Comprehensive benefits package including health, dental and vision benefits, a compensation plan and other fringe benefits, including personal, vacation and sick leave.

Salary, DOQ