

COMMERCIAL CODES OFFICIAL I

The City of Harrisburg is accepting applications for the position of Commercial Codes Official I in the Department of Public Safety, Bureau of Codes. This position 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 inspection on new construction and demolition sites for compliance in accordance with the Uniform Construction Code and adopted city ordinances. Supervised by the Codes Administrator or designee.

Qualified applicants must have High school diploma or equivalent and graduation from an accredited trade or technical school with construction related programs; or three (3) years of experience in commercial construction; or two (2) years of experience as a Certified ICC/UCC commercial plans reviewer and inspector; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Possession of the UCC State Certifications as a Commercial Building Plans Reviewer/Inspector and Accessibility Code Official is required. Must possess the ability to obtain certification as a Building Code Official within 18 months of employment.

A valid Pennsylvania Driver's License, Class C or equivalent is also required.

We offer a competitive salary package (\$39,153.43 increasing to \$46,062.86 after 6 months) plus excellent fringe benefits.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov/careers

JOB TITLE

Commercial Codes Official I – Department of Public Safety – Bureau of Codes

DEFINITION

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 inspection on new construction and demolition sites for compliance in accordance with the Uniform Construction Code and adopted city ordinances. Supervised by the Codes Administrator or designee.

EQUIPMENT/JOB LOCATION

Work is performed at the Rev. Dr. Martin Luther King, Jr. City Government Center. This position is mainly field work. Hazards may include inspections of unsafe structures and use of ladders (up to two stories high). May be exposed to dirt, dust, confined spaces, and adverse weather conditions. Duties are typically performed on weekdays from 8:00 a.m. - 5:00 p.m.; however, employee may be required to work evenings, weekends and holidays.

ESSENTIAL FUNCTIONS

Work involves but is not limited to the following: performs skilled inspection work in enforcing compliance of all City building codes and other related codes and ordinances pertaining to construction, alterations, uses of residences, businesses, buildings and property. Inspects dwelling units and buildings closely to determine if the units meet specified standards of health, life and safety, plumbing, electrical, occupancy limitations, sanitation, and other factors, including general conditions within assigned area. Must regularly exercise technical judgment and discretion based on knowledge of a wide variety of building construction and repair problems. Provides testimony in the progression of violations, maintains records and inspection reports. Conducts follow-up inspections, and issues corrective notices. Performs office duties such as writing letters and entering inspection data. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

NON-ESSENTIAL FUNCTIONS

Performs other reasonably related duties in equal or lower classification as assigned by supervisory personnel. Performs work as directed by supervisors in accordance with Article XXX, Job Classifications, Section 1 provision of the Basic Labor Agreement.

REQUIRED KNOWLEDGE AND ABILITIES

- Ability to understand and follow instructions
- Ability to dress appropriately for inspections and court appearances.

JOB TITLE

Commercial Codes Official I – Department of Public Safety – Bureau of Codes

REQUIRED KNOWLEDGE AND ABILITIES (CONT.)

- Thorough knowledge of residential and commercial construction including electrical and plumbing facilities.
- Good knowledge of housing code provisions and explain/interpret building and housing ordinance.
- Ability to do extensive walking and continuous physical activity during mandated work hours.
- Thorough knowledge of all local codes including building, electric, plumbing, health, zoning, historic and flood plain codes.
- Ability to recognize areas most likely to be affected by substandard housing regulations.
- Thorough technical knowledge of techniques associated with and required in the electrical, plumbing, heating, and general contracting professions.
- Ability to identify proper or improper construction techniques and/or inferior workmanship.
- Ability to maintain files and records on inspections.
- Ability to read and interpret tax records.
- Ability to deal with the public effectively.

QUALIFICATIONS

High school diploma or equivalent.

Graduation from an accredited trade or technical school with construction related programs; or three (3) years of experience in commercial construction; or two (2) years of experience as a Certified ICC/UCC commercial plans reviewer and inspector; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Possession of the UCC State Certifications as a Commercial Building Plans Reviewer/Inspector and Accessibility Code Official is required.

Ability to obtain certification as a Building Code Official within 18 months from the date of employment.

Valid Pennsylvania Driver's License, Class C or equivalent.