

**SILVER SPRING TOWNSHIP
NON-UNIFORM JOB DESCRIPTION
PLANNING AND DEVELOPMENT**

Position: Manager, Building and Codes Department /Building Code Official

Employment Classification: Regular Full Time

Reports To: Director of Planning and Development or Designee

General Description: This is a supervisory and technical skilled position responsible for the management, supervision and administration of building code enforcement in accordance with the Pennsylvania Uniform Construction Code and all related Township codes and ordinances.

Responsibilities include but are not limited to:

- Supervises the daily business and operation of the department including maintaining comprehensive records of permit applications, permits, certificates of occupancy, notices of orders and citations and assists the Director of Planning and Development in the overall activities of the building code functions.
- Advises contractors and public on the proper practices to gain compliance to Township construction and building codes.
- Receives and reviews applications, issues or denies permits and certificates of occupancy; schedules all required inspections of permitted premises to document compliance, as required by the related code, and coordinates daily inspections schedules for in-house and out-sourced inspectors.
- Performs initial, interim, and final inspections of construction for conformity to applicable construction codes and registers incoming permit applications received by the department and processes them in accordance with PA UCC time limit period.
- As needed, consults with and advises applicants on complexities and/or interpretation of codes, applicable ordinances and regulations.
- Maintains all department records in an orderly manner (applications, permits, inspections, plan reviews, etc.); responds in a timely manner to all requests for information.
- Prepares and submits reports on building permits issued to the County Assessment Office, U.S. Census Bureau, McGraw Hill Construction and other agencies requiring such reports.
- Prepares and submits to the Director of Planning and Development a monthly report related to all permit, inspection and enforcement actions.
- Prepares and submits to the Director of Planning and Development detailed budget recommendations with justification, including projected revenue and expense; responsibly executes the approved departmental budget.
- Maintains all department certifications necessary to the performance of duties and stays current with developments in the field and pertinent legislative initiatives.
- Attends Township meetings as required.
- Performs additional duties as assigned.

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Position Requirements:

- A bachelor's degree in Architecture/Engineering or related degree and ten (10) years of progressively responsible building experience as a licensed Professional Engineer or Architect, Certified Building Inspector and Building Code Official including experience with the PA Uniform Construction Code, PA Sewage Facilities Act and PA Municipalities Planning Code is essential or, any combination of acceptable training and experience.
- Possession and maintenance of a valid PA Uniform Construction Code Certification.
- Possession and maintenance of a valid Pennsylvania driver's license.
- Thorough knowledge of PA Uniform Construction Code, International Codes, building inspection principles and techniques, and building construction and design method and techniques
- Ability to obtain additional Code Certification related to duties and responsibilities as determined by the Township.
- Ability to read and interpret subdivision and land development plans and building plans to determine conformity of work with specifications and code requirements.
- Ability to organize and maintain records and documents.
- Ability to establish and maintain effective working relationship with individuals affected by inspection and enforcement activities and to exercise good judgment, courtesy, and tact in serving the public.
- Ability to maintain an effective working relationship with associates, elected officials, and the general public.
- Ability to climb scaffolding, ladders and traverse uneven and rough terrain.
- Skill in communicating clearly and concisely in both verbal and written form, including the art of public speaking.
- Skill in operating computers applicable to general office work.

Physical, Language and Sensory Requirements:

- Must be able to sit, stand, bend, lift, reach, walk and move around during working hours.
- Must be able to climb scaffolding, ladders and traverse uneven and rough terrain.
- Must be able to lift, pull, push and move a minimum of seventy-five (75) pounds.
- Must be able to function independently, have personal integrity, flexibility and the ability to work effectively with the general public and fellow employees.
- Must be able to speak and read the English language.
- Must be able to execute the policies and procedures of the Township.
- Must be able to understand and follow both written and verbal directions.

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Supervisory Responsibilities: Building Inspectors, Alternate Building Code Official, Building Codes Secretary.

Disclaimer: Please read carefully and sign below.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exhaustive list of all responsibilities, duties, and skills required in the performance of the job.

I, _____ have read the above description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I have received a duplicate of this document for my records.

Signature of Employee

Date

Signature of Township Manager

Date