

# TOWNSHIP OF CUMRU

BERKS COUNTY, PENNSYLVANIA  
1775 WELSH ROAD  
MOHNTON, PA. 19540

WWW.CUMRUTOWNSHIP.COM

## JOB DESCRIPTION

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

TITLE: Building Inspector  
DEPARTMENT: Codes Department

### SUPERVISED BY:

The Township Manager supervises this position. The Township Manager has the authority to comment and evaluate the Building Inspector. Comments are made through verbal and written instructions and by physical demonstration, as is necessary. Written performance evaluations shall be accomplished not less than every twelve months.

JOB IS: Full Time

WORK BREAKS: 15 Minute, A.M.  
15 Minute, P.M.

WORK SCHEDULE: 8:00 A.M. through 4:30 P.M., inclusive  
Mondays through Fridays

SPECIAL SCHEDULE: Available, as necessary, unless prior arrangements have been made with the supervisor

DATE COMPLETED: February 19, 2003

UPDATED: June 4, 2014

EFFECTIVE DATE: June 18, 2014

### PURPOSE OF THE POSITION:

The purpose of the Building Inspector position is to enforce Building and Property Maintenance Codes for the welfare and safety of Township residents. The Building Inspector shall receive permit applications, issue permits, and furnish prescribed certificates. S/he shall act as an Assistant Zoning Officer. S/he shall



examine premises which are the subject of building and/or zoning applications, and shall make necessary inspections. S/he shall enforce all provisions of the Building Code(s), the Property Maintenance Code, the Zoning Ordinance, and other codes or ordinances, as applicable, including issuance of such notices and/or orders as may be necessary for compliance, in accordance with Ordinance No. 448.

**MINIMUM REQUIREMENTS TO HOLD THIS POSITION:**

**1) Required Education/Experience/Training:**

- High school diploma, GED, career center certificate, or trade school certificate
- Comprehensive knowledge of building/construction, the Uniform Construction Code, and the Property Maintenance Code, typically gained from ten or more years of residential or commercial construction experience, ten or more years of property maintenance code enforcement experience, or an equivalent combination of training and experience.

**2) Required Ability to Use / or / Learn to Use and Operate the Following:**

- Standard office equipment
- Microsoft Office computer software
- GIS mapping software
- Permit database software
- Standard construction equipment/tools/machines/vehicles, typically used in a municipal codes department

**3) Required Licenses/Certificates/Registrations:**

- Valid Pennsylvania Driver's License
- Certifications as a Building Code Official (BCO) and Residential Building Inspector under Commonwealth of Pennsylvania requirements at, or within one year of, the date of employment. If such certifications will be pursued after hire, the Employee will be required to repay a percentage of the cost for BCO and Residential Building Inspector classes/testing/certification, should s/he leave employment with the Township within a given period of time.
  - Leave within 12 months of successful certification = 100% to be paid back
  - Leave within 24 months of successful certification = 50% to be paid back
  - Leave within 36 months of successful certification = 25% to be paid back
  - Leave after 36 months from successful certification = 0% to be paid back.
- Certifications and applicable classes and testing shall be approved in advance of registration.
- When certified, registration with the PA Dept. of Labor and Industry is required

**SUPPLEMENTAL LICENSES/CERTIFICATIONS:**

- Certification in the ICC Property Maintenance Code desired

**ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION:****Essential Abilities To:**

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations
- Apply common sense understanding to carry out instructions
- Attend meetings requested by supervisor
- Carry out job functions with or without supervision
- Carry out job functions without posing a direct threat to the health or safety to self or others
- Communicate effectively. This includes attempting to resolve violations through voluntary compliance and issuing notices of violation and citations as necessary.
- Drive, as required
- Effectively and efficiently carry out written and verbal job related instructions
- Exercise courtesy and tact when dealing with others
- Exercise sound judgment when evaluating situations, when offering positive suggestions, and when making decisions
- Maintain acceptable attendance/punctuality standards
- Maintain quality and quantity production standards
- Maintain socially appropriate behavior and dress code
- Read labels and written instructions which are typically in English
- Request assistance when appropriate, including but not limited to, the safe and efficient use and operation of equipment, tools, and machines
- Respond to inquiries and/or complaints in a timely and professional manner
- Understand and comply with safety, personnel, and other policies and procedures
- Work effectively and harmoniously in a culturally and ethnically diverse work force
- Work in coordination with others, including 3<sup>rd</sup> party inspectors.
- Work under pressure typically associated with this type of position, including interaction with angry, frustrated, or upset individuals, as well as presentation of evidence at hearings and other legal proceedings.

## PHYSICAL DEMANDS OF JOB

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

- IA. In an 8-hour workday, this job requires the physical ability to CONTINUOUSLY:
  - A) Sit for up to: 4 hours
  - B) Stand for up to: 4 hours
  - C) Walk for up to: 4 hours
  
- IB. During an ENTIRE 8-hour workday, this job requires the physical ability to:
  - A) Sit for up to: 6 hours
  - B) Stand for up to: 6 hours
  - C) Walk for up to: 6 hours
  
- II. Job requires the physical ability to LIFT/CARRY:
  - A) Up to 50 pounds occasionally
  
- III. Job requires the physical ability to use hands for repetitive actions such as:  
Simple grasping and fine manipulation
  
- IV. Job requires the physical ability to function in activities involving:
  - A) OCCASIONAL: Bending, squatting, climbing stairs, unprotected heights, being around moving machinery, walking over rough/rocky terrain
  - B) FREQUENT: Reaching, exposure to dust, fumes, and gases, noise
  - C) CONTINUOUS: Exposure to marked changes in temperature and humidity

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I have read and understand this Job Description. I am able to abide by and adhere to its contents.

Job Description Title: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please Note:**

Complete the following **ONLY** if the employee is unwilling to sign the Job Description.

I gave a copy of the attached Job Description document to the following employee on this date. The employee was unwilling to sign the Job Description form.

Employee Name: (Printed): \_\_\_\_\_

My Name (Printed): \_\_\_\_\_

My Name (Signed): \_\_\_\_\_

Date: \_\_\_\_\_