



## ***BUILDING OFFICIAL (FT)***

Upper Merion Township, located in King of Prussia, PA, is looking for a full-time, reliable, personable, and highly motivated ***Building Official*** who will report directly to the **Director of Code Enforcement**. The work of the ***Building Official*** engages in public safety work of average difficulty at the semi-skilled level. In addition, an employee in this position performs residential and commercial plans review and construction inspections to ensure that they comply with the Pennsylvania Uniform Construction Code (PA UCC) requirements, as modified and adopted by the Township.

The duties of the ***Building Official*** include but are not limited to:

- **Essential Job Functions:**

- Reviews plans for new construction, renovations, and additions for conformance to building and Township codes and ordinances; issues permits.
- Reports on code requirements and deficiencies of plans.
- Recommends modifications of deficient plans to meet requirements.
- Investigates and reports on all complaints dealing with Township codes and ordinances violations.
- Performs on-site visual inspections of existing facilities, new construction, renovations, and additions for commercial, industrial, and residential applications for conformance with building and Township codes and ordinances.
- Communicates regularly with developers, builders, department heads, and the public.
- Represents Township at review boards and hearings related to code enforcement issues; makes court appearances to testify on behalf of the Township.
- Maintains a record of inspections and records entries in the log and on the computer; compiles code inspections statistics.
- Compiles correspondence and local, state, federal, and inspection reports.
- Issues violation notices and citations.
- Reads and interprets complex plans, specifications, blueprints, PA UCC, and Township regulations and ordinances.
- Recognizes improper or faulty construction or potential hazards.
- Deals tactfully and impartially with the public and firmly enforce codes, regulations, and ordinances.
- Communicates effectively.
- Makes arithmetic computations of moderate difficulty.
- Operates permit software.
- Drives Township vehicles to inspection sites.
- Performs other related duties as assigned.

- **Work Environment:** The physical requirements and working conditions described here represent those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Requirements:** While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. 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, icy terrain, unprotected heights, uneven or slippery surfaces. Must be able to climb ladders and scaffolds, stoop, kneel, crouch, and crawl. Must be able to step over or navigate around construction materials and construction debris in tightly confined spaces.

- **Working conditions:** Work is performed in an office setting, in Township vehicles, outdoors, inside buildings, and at construction sites. The noise level is frequently loud; work sites can be dusty, muddy, and dirty, with temperature and weather extremes (including but not limited to up to 100 degrees F.; down to 0 degrees F.).
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- **Minimum Education, Training, Certifications, Licenses, and Experience Required:**
- High school education or the equivalent.
- Associates Degree in a construction or fire protection-related field.
- Two to five (2-5) years of experience serving as a full-time building inspector.
- Certifications in the following categories, as listed in Act 45 (Uniform Construction Code Act):
  - \* Building Inspector
  - \* Commercial Building Inspector
  - \* Commercial Plans Examiner
  - \* Accessibility Inspector
  - \* *Certifications must be obtained from the Pennsylvania Department of Labor and Industry before employment and then must be maintained in "current" status for each certification throughout employment*
- A valid driver's license.
- Proficient in Computer use, particularly as related to data management and associated devices connected to our network, various office machinery, cellular phone, zoning maps, development plans, and codes and standards manuals.
- **Required knowledge, skills, and abilities:**
- Knowledge of and understanding of general building construction methods & practices.
- Thorough knowledge of the PA Uniform Construction Code (PA UCC), the various codes and standards referenced by that code, and Township Zoning, Construction, and Property-Maintenance related Ordinances.
- Knowledge of architectural features.
- Knowledge of Township geographical area, including residential/commercial areas and street locations.
- Ability to work effectively with others.
- Ability to Communicate effectively.
- Ability to assess unsafe worksites and take the necessary safety precautions to protect yourself.
- Ability to routinely perform accurate Mathematical calculations.
- Ability to communicate effectively in both oral and written form.
- Ability to keep accurate and complete records.
- Ability to meet with the public and effectively explain the Township's codes, standards, and ordinances, including the intent and general Township information.
- Ability to establish and maintain effective working relationships with developers, builders, property owners, and visitors in situations that may involve stress.
- Ability to exercise sound judgment.

**How to Apply:**

For immediate consideration, applicants should submit:

- A completed **job application** by visiting:  
<http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf> ;
- A **cover letter**; and
- A **resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org).

**Equal Opportunity Employer**