

**Open to the Public  
As of May 30, 2019**

**Bureau Chief – Codes, Compliance and Inspections**

**Primary Function**

Manages and administers the building code compliance and inspection programs for the City of Lancaster, including compliance with the State's Uniform Construction Code and the City of Lancaster's construction and renovation of buildings (including ADA State Accessibility requirements), electrical, plumbing, energy, fire protection, property maintenance and health related to sewer issues on private property; manages the building inspection and enforcement functions in order to ensure the City's overall building infrastructure is in compliance with appropriate local, State and Federal law; oversees management of third-party code inspection companies working in the City of Lancaster, and supervision of the professional, technical and clerical staff of the Bureau of Code Compliance & Inspections.

**Training and Experience**

- Bachelor's Degree with major course work in facilities management, building systems, or engineering or International Code Council Master Code Professional Certification, or equivalent experience in a related field is required.
- At least six (6) years of experience in building construction/renovation/demolition code enforcement, property maintenance, facilities management and/or related experience with at least two (2) years in a supervisory capacity is required.

**Licenses and Certificates**

- Possession of the UCC Commonwealth of Pennsylvania State Certifications as a Building Code Official, Commercial Building Plans Reviewer/Inspector, Commercial Plumbing Plans Reviewer/Inspector, and Accessibility Code Official is required
- Possession of a valid Pennsylvania State Driver's License is required.

**Comments**

- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

**Salary: \$62,259.54 - \$87,163.35, dependent upon qualifications**

**Full-Time; Excellent City benefit package**

***Applications will be accepted until 5:00 PM on Thursday, June 27, 2019.***

The City Job Application and full job description are available at [www.cityoflancasterpa.com/city-job-listings](http://www.cityoflancasterpa.com/city-job-listings)

**The City of Lancaster is an Equal Opportunity Employer**



## City of Lancaster Job Description

<b>Job Title:</b>	<b>Bureau Chief, Building Code Compliance &amp; Inspections</b>	<b>Job Code: 2092</b>
<b>Department:</b>	<b>Economic Development &amp; Neighborhood Revitalization</b>	<b>FLSA: Exempt</b>
<b>Job Grade:</b>	<b>1016</b>	<b>Effective Date: 5/1/08</b>
<b>Reports To:</b>	<b>Director, Economic Development &amp; Neighborhood Revitalization</b>	<b>Revision Dates: 9/16, 12/16; 1/18; 5/19</b>

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### **Principle Duties & Responsibilities**

- Follows safe practices in the performance of duties
- Manages all aspects of inspection activities to ensure compliance associated with enforcement of all City, State and Federal codes related to construction, including State Accessibility requirements, building construction and renovation, demolition, electrical, plumbing, energy, fire protection, property maintenance and health related to sewer issues on private property.
- Interacts collaboratively with other related City enforcement personnel, particularly Public Works, Property Maintenance and Health, local authorities, boards and commissions of the City; attends meetings involving the Office of the Mayor, other principal City officials and civic leaders as required.
- Participates in policy discussions and decisions effecting administration of the City's building and property maintenance code enforcement programs.
- Develops policies and procedures for building construction and renovation inspection and code enforcement of properties in the City; provides guidance to Inspectors regarding the proper use of enforcement mechanisms.
- Ensures the creation and development of effective community relations as part of the City's code enforcement program; works with other City bureaus and departments on follow-up activities to ensure compliance with all codes is obtained.
- Establishes measurable goals, record-keeping systems, and deployment plans to ensure efficient and effective allocation of personnel and other assets.
- Attends meetings of the Board of the City Redevelopment Authority and Property Reinvestment Board when required to address building construction, renovation or demolition issues.
- Attends meetings of recognized citizen organizations and civic groups to explain and/or obtain their participation in the building code enforcement and inspection activities of the City.
- Prepares periodic status reports for City administration and various City bodies; assists in the presentation of oral and written reports to the Office of the Mayor, Lancaster City Council, Boards of the City Redevelopment Authority, Property Reinvestment Board and other appropriate authorities, boards and of the City.
- Oversees the City Board of Plumber Examiners and makes recommendations for Board membership when openings occur.
- Oversees the City Building Code Appeals Board and makes recommendations for membership when openings occur.
- Maintains accurate and current records on all phases of the City's Building Code inspection and enforcement programs, including financial files.
- Investigates and follows through on complaints received from City officials and the public regarding accessibility, construction, housing, common private plumbing system issues and health conditions; works collaboratively with other City bureaus and departments to effectively resolve such issues.
- Develops performance measurement criteria for the Code Compliance and Inspection Bureau; ensures that Inspection staff is performing at or above established standards. Conducts annual performance appraisals on code officials and permit clerk staff.
- Conducts reviews of the work of City inspectors to ensure consistency, quality and conformance to codes while work is in progress and upon completion; ensures immediate correction of errors or omissions.



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- Oversees Third Party Code Agencies active in the City as City-contracted agencies or doing business in the City through the Request For Proposal process. Assists in the selection of firms and oversees the quality of plan reviews, inspections and timely resolution of construction problems to ensure compliance with State Accessibility standards, customer satisfaction and sound construction.
- Supervises the Fire Protection Systems Program for the City, including permit application and plan intake, plan review services by Third Party Code Agencies and City code officials as well as inspection services and working with the City Fire Bureau.
- Coordinates legal issues involving the Bureau with Department Director and City Solicitor, including but not limited to Search Warrants and court cases for code violations.
- Manages Code Compliance and Inspection staff to ensure that building construction/renovation/demolition permitting, inspections and certificate of occupancy actions are entered properly into MUNIS.

### **Position Qualifications**

#### **Knowledge, Skills and Abilities**

- Thorough knowledge of the objectives, principles and practices of building code enforcement is required.
- Knowledge of the International Code Council Codes, the International Property Maintenance Code, and State and local health codes, is required.
- Demonstrated ability to consult with building owners, contractors, craftsmen, developers, co-workers and others, and to establish and maintain effective, working relationships is required.
- Ability to travel to and work on construction sites in all weather conditions, including the climbing of stairs, ladders and scaffolding. Proven ability to understand and work from construction plans and specifications is required.
- Demonstrated ability to develop effective community relationships is required.
- Demonstrated ability to read, write, speak and comprehend English is required.
- Demonstrated ability to work as part of a team and to collaborate successfully with others is required.
- Demonstrated ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Demonstrated ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Demonstrated ability to commit to excellence in service and to continuous improvement is required
- Knowledge of safe practices related to an office setting.
- Demonstrated ability to understand and manage technology systems to document work.

#### **Education, Training, and Experience**

- Bachelor's Degree with major course work in facilities management, building systems, or engineering or International Code Council Master Code Professional Certification, or equivalent experience in a related field is required.
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#### **Licenses and Certifications**

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### **Environmental Conditions**

- Indoors, environmentally controlled.
- Exposed to inclement weather and extreme temperatures, including long periods of standing outdoors.
- Works outdoors and indoors with, or without, heat and/or air conditioning.
- Exposure to noise conditions on construction sites.
- Subject to working on uneven terrain in various soil conditions.

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### **Safety Equipment Used or Needed**

- Hard hat, safety glasses, hearing protection as required.

### **Comments**

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