



## City of Williamsport Job Description

<b>Job Title:</b>	Codes Administrator
<b>Department:</b>	Codes
<b>Reports To:</b>	Mayor of Williamsport, with co-supervision by the Chief of the Williamsport Bureau of Fire
<b>Supervisory Responsibility:</b>	Office Manager, Codes Officers, Public Improvement Coordinator, and Zoning Officer
<b>FLSA Status:</b>	Salaried/Exempt
<b>Position Type:</b>	Full-time/Non-Union
<b>Pay Rate:</b>	\$58,000-\$63,000, depending on experience
<b>Date Created/Revised:</b>	Revised 6/9/2022

### POSITION SUMMARY

The Bureau of Codes is responsible for inspections of rental properties, new businesses, new homes, building, and construction inspections, electrical inspections (completed by a third-party contractor), all zoning ordinances, and property maintenance in the City of Williamsport. The Bureau of Codes also issues building, electrical, plumbing, event, and demolition permits.

The Codes Administrator is primarily responsible for providing building code administration in accordance with adopted building codes and City ordinances for the purpose of providing safe building construction and utilization of buildings throughout the City of Williamsport. Performs administrative, supervisory, and technical work related to building code compliance.

### ESSENTIAL DUTIES

- Enforce all of the International Codes and statewide building code, with primary focus on the International Property Maintenance Code, and Codified Ordinances of City of Williamsport.
- Perform all aspects relating to issuing/denying building permits and enforcing the building codes and all City ordinances.
- Review building plans, blueprints, and specifications to ensure that all code requirements conform to the building code.
- Assist with complicated inspections.
- Conduct inspections at construction sites to ensure compliance of all aspects of building codes to include ADA requirements.
- Issue Certificate of Occupancy permits after an inspection has successfully been approved.
- Investigate complaints pertaining to violations of any building code or City ordinance and issue citations to non-compliance contractors and/or property owners.
- Answer any and all questions pertaining to building construction from property owners, contractors, developers, etc.
- Assist with questions pertaining to Planning and Zoning in the absence of the Zoning Official.
- Plan, organize, direct, coordinate, and supervise all code enforcement personnel to include reviewing daily reports, inspection reports, and the preparation of the monthly reports on codes

and zoning activities to include plan specification review for new construction and major renovations.

- Conduct training and other activities related to the management of field inspection personnel.
- Investigate complaints relative to alleged zoning, building, housing, and health codes violations.
- Issue noise permits and abate nuisance complaints.
- Assess City properties to ensure appropriate snow and ice removal from sidewalks.
- Perform all duties as Deputy Health Officer in accordance with the City's Health Code.
- Investigate insect and rat infestation complaints.
- Prepare departmental budget.
- Maintain records of acts and decisions.
- Prepare periodic reports detailing complaints, outstanding violations, and activities of the code enforcement department.
- Attend various meetings and represents the municipality, as required.
- Recommend and participate in the development of new City ordinances, resolutions, and building codes.
- Keep abreast of the changes in all building codes, changes in policy, computer operations, equipment needs, etc. and be able to effectively communicate these ideas to others.
- Perform other duties as assigned by the Mayor or the Fire Chief.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough working knowledge of the various City Codes and Zoning Ordinances.
- Must prepare and present verbal and written reports clearly and concisely.
- Must communicate, read, write, and understand the English language at a level necessary for efficient job performance.
- Demonstrated ability to supervise others.
- Possess honesty, thoroughness, initiative, good judgement, and the ability to exercise tact under difficult or unpleasant conditions.
- Must be able to effectively perform under moderate stress and in emergency situations.
- Must be able to establish and maintain effective working relationships with employees, City officials, other government agencies, contractors, engineers, architects, property owners and renters, and the public.
- Must be proficient with computer software and systems and have a working familiarity with related office equipment.
- Strong mathematical background to handle required calculations, percentages, decimals, etc.
- Must have a current valid Pennsylvania driver's license and personal vehicle for work-related use.

#### **EDUCATION AND EXPERIENCE**

- High school diploma.
- Post-secondary degree, courses, or training completed in the field of building codes, engineering, architecture, and/or construction. (Desired)
- Minimum five years of experience working in code enforcement, construction, and/or other aspects of community development which prepared the individual for the responsibilities of this position.
- Current certifications/licenses which are required to be maintained throughout employment:
  - International Property Maintenance and Housing Inspector
  - Certified Building Inspector
  - Commercial Building Inspector
  - Commercial Plumbing Inspector
  - Commercial Mechanical Inspector

- Building Plans Examiner
- Accessibility Inspector

**ESSENTIAL FUNCTIONS**

- Must be able to sit at a desk for prolonged periods of time using a PC work station.
- Must be able to lift up to thirty (30) pounds.
- Must be able to bend, stoop, squat, kneel, reach above shoulder level, and twist body periodically and frequently throughout the day.
- Must possess sight/hearing ability so that the requirements of the position can be fully met.
- Ability to utilize hands for repetitive actions.
- Able to work in a constant state of alertness and safe manner.
- Reasonable accommodations will be made to achieve essential functions of this position.

**WORKING CONDITIONS**

- May be exposed to chemicals and/or other hazardous materials, dust, noise, machinery, moving objects, and other vehicles while performing field work.
- May work on uneven or slippery surfaces.
- May intermittently perform field work while exposed to various types of weather including extreme heat during summer months and cold temperatures during the winter months.
- Physical work involved with this position includes those activities required for investigation and enforcement of code violations.

**ACKNOWLEDGEMENT**

I have read this job description (or had it read to me) and received a copy for my records. I fully understand the requirements set forth and accept the position of **Codes Administrator** for the City of Williamsport. I believe that I can perform the essential functions of the position with or without a reasonable accommodation. I agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in this job description. If I have questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources. I have discussed any questions I may have about this job description prior to signing this form.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (print)