

Lower Swatara Township

Position: Construction Code Official

Employment Classification: Regular Full-Time

Reports to: Building Code Official

General Definition: Enforces the residential uniform construction codes, Township Ordinance's and property maintenance violations within the Township.

Responsibilities include but are not limited:

- Perform plan reviews for residential construction
- Assists with zoning permit applications and inspections
- Perform sidewalk and driveway inspections
- Issue sidewalk and driveway permits
- Review residential permit applications
- Inspect residential construction for code compliance
- Investigate complaints regarding property maintenance
- Issue violation letters and citations for property maintenance code/Township Ordinance violations
- Write township ordinance and resolutions
- Maintain accurate records for permits and violations
- Assist BCO, Zoning Officer and other township employees on an as needed basis

The following certifications will be required within one (1) year of hiring:

- Residential Building Inspector
- Residential Mechanical Inspector
- Residential Plumbing Inspector
- Residential Energy Inspector
- Commercial Building Inspector
- Building Code Official

Position Requirements:

- Five (5) years' experience in construction codes
- General knowledge of surveying, architectural, engineering as it relates to construction
- Oral and written communication skills including public speaking
- Knowledge of Construction Codes
- Equivalent education and/or experience will be considered
- Commercial certifications preferred

Send cover letter, resume with minimum three references, and salary requirements to:

Don Fure-BCO
Lower Swatara Township
1499 Spring Garden Drive
Middletown, PA 17057

Lower Swatara Township reserves the right to accept or reject applications. Lower Swatara Township is an equal opportunity employer and a drug-free work place.
www.lowerswatara.org