TOWNSHIP OF LOWER MERION

JOB POSTING

TITLE: Housing Code Inspector  
Department of Building & Planning  
37.5 hours/week

RANGE & RATE: Schedule WA00 Range 08  
Starting salary: $31.612/hour – $61,643/year

SUMMARY:

This is responsible housing inspection and related public information work in enforcement of the Township's housing property maintenance and zoning codes.

Work involves responsibility for inspection of single and multiple family housing facilities to assure the compliance and enforcement of housing, property maintenance and zoning codes. Duties include conducting inspections, investigating reported violations of housing, property maintenance and zoning laws, preparing written reports for correctional and enforcement actions, and maintaining contacts with a variety of individuals (e.g., property owners, property managers, tenants and Township officials). This position also has the responsibility for making standard housing code inspection decisions. The work requires that the employee have good knowledge, skill and ability in housing code inspection and enforcement. Assists with the inspection of residential building permit projects on an as needed basis.

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Building and Planning and Assistant Director of Building.

ESSENTIAL FUNCTIONS:

Performs routine and detailed inspections of housing facilities for compliance with housing codes and regulations based upon complaints, personal observations and referrals from other agencies.

Inspects the interior and exterior of single and multiple dwellings, rooming houses, and other buildings and their appurtenances for sanitation and safety hazards; checks for structural deterioration, ventilation, lighting, insect and rodent infestation, garbage and rubbish disposal and adequate heating and plumbing facilities. Also investigates zoning violations.

Makes investigations of reported violations of housing laws and prepares written reports for correctional or enforcement actions. Testifies in District Court regarding violations.

Assists individuals at the public counter, receipts and posts rental license fees, issues rental licenses and performs various office duties.

PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER
Consults with and advises property owners on existing housing code violations and methods of correction. Initiates joint inspections of property with owners and representatives of other departments and outside contractors. Prepares reports and correspondence for correctional and enforcement action.

Assists the department building inspectors with inspection coverage on an as needed basis.

Performs related work as required.

QUALIFICATIONS:

A high school or trade school diploma or the equivalent, plus three years experience in building construction or related fields including at least one year of experience involving extensive public contact. Must be certified and registered as a Pennsylvania Uniform Construction Code Residential Building Inspector.

Good knowledge of modern methods, techniques and practices of housing hygiene.

Good knowledge of the laws, ordinances and regulations governing housing hygiene.

Good knowledge of the principles and practices of environmental sanitation pertinent to housing hygiene and rehabilitation.

Good knowledge of building codes, construction methods, terminology and technical codes.

Considerable ability to enforce regulatory provisions with finesse and tact.

Considerable ability to establish and maintain effective working relationships with superiors, associates, landlords, tenants, representatives of other agencies, design professionals, contractors and the general public.

Good ability to communicate both verbally and in writing.

Good ability to read and interpret building plans and to draw rough sketches of room layouts.

Knowledge of Microsoft Office Word, Excel, and Outlook software programs.

Must have a valid class C driver's license.

PHYSICAL REQUIREMENTS:

PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER
Ability to sit for up to 2 to 8 hours, stand for up to 4 to 8 hours, walk for 2 to 4 hours and drive for up to 1 to 2 hours per workday.

Ability to bend, squat, stoop, climb, crouch, lift, push/pull and reach above the shoulder up to 35% of the workday for performing inspections and general office procedures.

Ability to lift and carry up to 35 pounds of tools and equipment for up to 10% of the workday.

Ability to use both the right and left hand for firm grasping of tools, equipment and objects.

Ability to conduct inspections using safety precautions where environmental conditions may be challenging.

Ability to perform inspections using safety precautions where unprotected heights and moving machinery may be present.

Ability to work in all types of weather and temperatures.

Ability to perform job functions using safety precautions where active electrical materials, plumbing and sewage material may be present.

Ability to conduct inspections, using appropriate safety precautions, where fleas, ticks and biting insects may be present.

**SELECTION:** Based on education, work experience, merit, training, employee record, testing and interview.

**HOW TO APPLY:**

*External Applicants:* Employment applications can be downloaded from [www.lowermerion.org](http://www.lowermerion.org) – employment opportunities.

**Send application to:** Human Resources Department
75 E. Lancaster Avenue, 2nd Floor
Ardmore, PA 19003
Or email: humanresources@lowermerion.org

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