



UPPER DUBLIN TOWNSHIP

Human Resources Office
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CODE ENFORCEMENT INSPECTOR / PLAN REVIEWER

Upper Dublin Township, Montgomery County, Pennsylvania is seeking a full-time qualified Code Enforcement Inspector to perform Commercial and Residential Plan Review and Inspections. Main duty to include in-house Commercial and Residential plan reviews in various disciplines of code enforcement, including but not limited to, Building, Plumbing, Mechanical, Energy and Accessibility, as well as assisting Residents, Contractors, Architects, etc. with Code-related questions. Other duties include Field Inspections as well as Property Maintenance Inspections. Building Code Official certification preferred. The successful candidate will report to the Director of Code Enforcement and Inspections.

Required minimum qualifications for the position shall include:

- A valid Pennsylvania Driver's License
- High School Diploma or GED
- Thorough knowledge of carpentry, masonry, plumbing and mechanical systems
- Aptitude to learn Township Ordinances
- Working knowledge of Microsoft Office software (Outlook, Word, Excel)
- Ability to learn Trair programming software
- Valid ICC, PA-UCC Certifications in the following disciplines (additional ICC, PA-UCC certifications are a plus)
 - Commercial Building Inspector
 - Commercial Plan Review
 - Commercial Plumbing Inspector
 - Commercial Mechanical Inspector
 - Commercial Energy Inspector
 - Accessibility Inspector/Plans Examiner

This is a full-time position with excellent benefits. Salary will commensurate with experience and qualifications.

Please submit resume/application and cover letter by November 13, 2020 to Cheryl Milnazik or by email to employment@upperdublin.net. Employment applications are available at the Township's reception desk during normal working hours or on the Township website at www.upperdublin.net.

EOE

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