

EMPLOYMENT OPPORTUNITY  
**BUILDING CODE OFFICIAL**



**POSITION SUMMARY:**

Candidate will work in Montgomery, Bucks, Chester and Delaware Counties, PA and will conduct a range of trade specific inspections on residential and commercial buildings as well as managing specific projects related to these types of code inspections. Some travel may be required for inspections and/or managing assigned projects.

**PRIMARY DUTIES:**

- Commercial and residential plan reviews (commercial and residential)
- Field inspections
- Must have the ability to “work” with contactors, homeowners and design professionals by meeting with and providing code interpretations as needed and/or requested
- Maintain effective customer service relationship with clients and the public
- Perform other related duties as assigned by the Manager
- Handling of non-compliance complaints by conducting field investigations and following up with required paperwork such as: stop work orders, letters of violation, etc. (office staff will assist with paperwork)

**KNOWLEDGE, SKILLS & ABILITIES:**

- ICC Residential Combination Inspector Certification
- Experience in managing projects

**EDUCATION/EXPERIENCE:**

- High School diploma or equivalent
- Valid State Drivers license
- State Certification as a Building Code Official

**CERTIFICATIONS/LICENSES REQUIRED:**

- Pennsylvania ICC Residential and Commercial certifications

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

While performing the duties of this job, the employee occasionally works in the field and may be exposed to outside weather conditions. Work requires frequent and prolonged computer use. May occasional lifting up to 25 pounds.

**Office Location:**  
922 Fayette Street  
Conshohocken, PA 19428

**Department:**  
Building Code Official

**Supervisor:**  
Regional Manager

**FSLA Status:**  
Exempt

**EEO/AA Employer**

This company is an Equal Opportunity Employer. We invite resumes from all qualified, interested parties, regardless of race, gender, national origin, disability, age, or any other protected classification under national or local law.

While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

**Send resume w/cover letter in confidence to:**

Email: Resumes@RVE.com

Please put position sought in subject line