JOB VACANCY # JV 2020-34, Chief Building Official

THE POSITION OF: Chief Building Official
DEPARTMENT/DIVISION: Community Development/Building and Trades
CLASSIFICATION: Management
SALARY RANGE: Depends On Qualifications
POSTING DATE: November 10, 2020

Qualified, interested candidates must submit an application, current resume and a cover letter. Applications and resumes can be submitted at www.readingpa.gov under employment opportunities. Position open until filled. Questions – Please email jobs@readingpa.gov

POSITION SUMMARY:
Typical job duties may include but are not limited to:
• Develop and manage the Building/Trades Division budget
• Provide technical information and informed opinions to design professionals, contractors, lawyers, developers, real estate agents, and building owners on building code issues and other related regulatory requirements
• Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
• Review building plans and applications for building permits for compliance with the City of Reading Building Code
• Work closely with staff and all City of Reading departments to ensure compliance with City, State, and Federal regulations, statutes, and ordinances relating to the daily operations of the department and the building industry
• Investigate unsafe building conditions and provide resolutions in accordance with the City of Reading Building Code
• Develop improvement programs within the City to encourage repurposing blighted properties
• Coordinate with the Blight Determination Committee and Reading Redevelopment Authority to devise successful economic development
• Serve as liaison to the City of Reading, One Stop Program

KNOWLEDGE, SKILLS & ABILITIES:
• Excellent written and verbal communication skills and able to communicate in the English language, in person, in a one-to-one setting
• Advanced computer skills with knowledge of Microsoft Office, standard office equipment and computer aided design (CAD)
• Work independently and efficiently with minimal supervision, setting and maintaining a schedule for inspections and meetings as well as the ability to work in a team environment
• Ability to detect possible defects and faults in building construction and recommend or stipulate appropriate remedial measures

MINIMUM QUALIFICATIONS:

Educational Requirements
• Bachelor of Arts in Architectural Design, or comparable degree required
• Must possess current Commonwealth of PA, Department of Labor and Industry or International Code Council Certifications as a Building Code Official, Commercial Building Inspector, Building Plans Examiner, and Commercial Accessibility Inspector as required by PA Act 45 of 1999 as amended, known as the PA Uniform Construction Code

Experience
• At least 3 years experience in architectural design, including supervisory experience
• Strong plan review background required, plus interpretation of ICC codes