



COUNTY OF LEBANON

Job Announcement

Posting Date: January 10, 2024

Position:	Building Code Administrator
Department:	Planning Room 206 400 South 8th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	None
Hours:	8:30AM- 4:30PM, Monday through Friday
Pay Grade:	14 (Non-union pay chart)
Salary Range:	\$1,629.7445 Bi-weekly
Full-Time employee Benefits:	*Paid health, Vision, Prescription, and Dental insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan <i>Optional benefits:</i> *Deferred Compensation plan, Whole Life, Short Term Disability, Critical Illness, Accident, Cancer, and Pet insurance plans available

➤ **A County of Lebanon Application must be completed for consideration.**

Resume is recommended, however, is optional unless otherwise stated below.

➤ **Applications will be accepted through OPEN.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

The Building Code Administrator is responsible for administering and enforcing the Pennsylvania Construction Code Act and the regulations that implement Act 45 of 1999, known as the Uniform Construction Code (UCC). Duties include plans examination and onsite inspections to ensure compliance with the UCC, issuing building permits, certificates of occupancy, and violation letters; maintains paper and electronic records related to review, inspection, and enforcement activities.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Proficient knowledge of building construction practices. Some knowledge of government practices and operations. Excellent communication skills with above average ability to speak, write, read, and understand the English language and communicate with municipal officials, attorneys, developers, contractors, and homeowners. Ability to use a computer and its operating software, read and interpret construction plans, specifications, and technical reports. Must have the capability to determine building code compliance when reviewing construction documents. Successful completion of the required examinations and certifications under the UCC Program or must be able to obtain the required certifications within one year from date of employment in this position. Must have a valid Pennsylvania driver's license.

Application and resume submission options:

1. Scan and email your application and resume directly to Human Resources:

Email: Apply@lebanoncountypa.gov

2. Mail:

ATTN: Lebanon County Human Resources
400 S. 8th Street, Room 200
Lebanon, PA 17042

3. Fax: (717) 675-2668

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