Lower Swatara Township

Position: Construction Code Official

Employment Classification: Regular Full-Time

Reports to: Building Code Official

General Definition: Enforces the residential uniform construction codes, MS-4 violations and inspections, property maintenance violations and coordination of all emergency service providers within the Township.

Responsibilities include but are not limited:
- Acts as Director of Emergency Preparedness and is the Local Emergency Management Coordinator
- Develops and implements a system to delegate operating and administrative responsibilities for managing emergency services
- Acts as liaison between emergency service providers and Township, identifying needs and developing and implementing Emergency plans and responses
- Compiles statistical data and operational monthly reports to the Board of Commissioners on all emergency service activities
- Serves subpoenas and issues directives and advice on emergency standards
- Obtains and maintains NIMS certifications
- Provides information for press releases
- Perform plan reviews for residential construction
- Assists with zoning permit applications and inspections
- Perform sidewalk and driveway inspections
- Perform hazardous materials investigations
- Participate in Emergency exercises (Three Mile Island, Harrisburg International Airport, NWS Annual Severe Weather Exercises, etc.)
- Provide training and table-top exercises to businesses
- Coordinate Federal Public assistance reimbursement for Township Fire Department and non-profit organizations
- Coordination of MS-4 activities and permits for the Township
- Coordination of privately-held BMPs associated with the Township’s MS-4 permit
- Coordination of Illicit Discharge and Detection reporting and on-site management for the Township
- Review residential permit applications
- Inspect residential construction for code compliance
- Investigate complaints regarding property maintenance
- Issue violation letters and citations for property maintenance complaints
The following certifications will be required within one (1) year of hiring:

- Residential Building Inspector
- Residential Mechanical Inspector
- Residential Plumbing Inspector
- Residential Energy Inspector
- Building Code Official
- Emergency Management Coordinator Advanced Level Certification

Position Requirements:

- Five (5) years’ experience in municipal planning and/or zoning
- DEP MS-4 experience
- Knowledge of the Municipalities Planning Code
- Ability to obtain and maintain NIMS certifications
- Considerable knowledge of emergency service programs, procedures and the ability to develop pertinent policies
- Considerable knowledge of building inspection for emergency service purposes
- Knowledge of public information techniques and application
- Oral and written communication skills including public speaking
- Ability to develop statistical and operational reports