

# **YEADON BOROUGH**

**JOB TITLE: Code Inspector**

**Department: Code**

**Reports to: Code Director**

**Date: March 2025**

## **Primary Responsibilities**

1. Enforce all codes adopted by the Borough at the discretion of the Director of Code Enforcement.
2. Inspects new and existing buildings and structures undergoing construction, alteration or major/minor repairs to determine compliance with adopted codes and ordinances, shall perform any or all the required inspections for the project.
3. Notes and reports deficiencies found during inspections, performs subsequent
4. re-inspections, and issues violation notices when applicable, halts construction when the violation and/or circumstances warrant such action.
5. Inspects all structures prior to occupancy by new owners and all rental units on an annual basis, to determine compliance with adopted codes and ordinances, approving structure for occupancy or notifies owner of repairs needed for subsequent approval.
6. Investigation and follow up of citizen code complaints to include site inspection, documentation, notification, direct communication with all involved parties to abate such code violations.
7. Perform routine survey of the community noting visible property maintenance violations such as abandoned vehicles, high grass, unkempt properties, etc., identification of work being performed without permits or contractors without a license in the Borough.
8. Prepares, maintains and/or submits requisite records and reports of inspection and related activities, compiles documentation or cases of noncompliance for use in court and testifies in court as required.
9. Reviews building plans, specifications and permit applications for compliance of Borough codes regulating building construction and land use, notes and advises applicants of existing problems prior to permit approval, reviews application for appropriate fees, issues permit.
10. Provides information and assistance to building contractors and public regarding the interpretation, application and enforcement of Borough building land use codes and ordinances.
11. Participates in the administration of the Code Department through data entry, answering of phones and front desk assistance.
12. Actively participates in Code Department activities and discussions, provides support and assistance to other Code Department members.
13. Solicits technical assistance from the Director of Code Enforcement regarding permit applications, inspection assignments, problem cases and similar matters.

14. Performs other duties as required or assignments that are reasonably within the scope of the duties enumerated above.
15. Shall assist all other code staff personnel in the performance of specific tasks as directed by the Director of Code Enforcement.
16. Any legal duties and tasks as directed by borough management.

### **Required Knowledge, Skills, and Abilities**

Proficient in basic math skills;  
Strong computer skills in Microsoft applications;  
Ability to use office equipment, such as computers, telephones, copiers, and calculators;  
Ability to keep sensitive and privileged information confidential; and  
Excellent interpersonal skills and ability to be courteous and respectful while dealing with the public.

### **Preferred Minimum Training and Experience**

Associate's Degree (preferred);  
Excellent customer service and communications skills;  
Familiarity with Microsoft applications; and  
At least one year of experience working in municipal government and/or as a Code Inspector or BCO.

### **Physical Demands**

Lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Walking or standing is often necessary in carrying out job duties.

### **Working Conditions**

Most work is done in an office environment. There may be occasional exposure to temperature extremes, dust, and odor.

### **Other Requirements**

1. Submit all information necessary for a background and credit check; including but not limited to, a child abuse clearance from the state of Pennsylvania;
2. Submit to a drug test at time of hire and periodically during employment; and
3. High energy and self-motivated and needing minimum supervision to complete tasks.

\*I understand the responsibilities and requirements for the position listed above. I agree to abide by the rules and regulations of the Borough. I understand these responsibilities, rules, and regulations may be changed, withdrawn, added, or interpreted at any time, by the Borough's sole option and without prior notice to me. I acknowledge that I am an at-will employee and this job description does not create an employment contract between the Borough and myself.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_