

# **JOB OPENING**

Carlisle Borough is seeking a Building Code Inspector and Plan Examiner. Competitive wages & excellent benefits. Salary range is \$21.06 - \$29.48 per hour. DOE

Primarily responsible for obtaining compliance with the Borough of Carlisle Property Maintenance Code, the PA Uniform Construction Code (UCC) and other Borough codes and ordinances.

## **MINIMUM QUALIFICATIONS**

- Certification as a Building Code Official and Code Administrator
- Certification for Property Maintenance Code administration and enforcement
- Experience and knowledge of techniques and approaches used in obtaining compliance in enforcement, providing evidentiary requirements for courts of law (District Justice & Court of Common Pleas), undertaking negotiations and conflict resolution when dealing with stressful situations and angry citizens
- Ability to analyze and organize data, prepare records and reports in a timely fashion, and read & interpret blueprints
- Proficient in Microsoft Office suite, and related project management software
- Possess a valid PA motor vehicle operator's license

Successful completion of two years of college-level course work in building technology, engineering, or related field or graduation from a standard senior or vocational high school and two years' experience in a building construction trade, or local government building and codes department, or third party inspection and plan review services.

Send cover letter and resume to HR Manager, 53 W. South Street, Carlisle, PA 17013, or email [thamilton@carlislepa.org](mailto:thamilton@carlislepa.org). Applications will be accepted until the position is filled.