

City of Allentown
Position Description

Class Title: **DIRECTOR**
Grade Number: 17N
Department: Community & Economic Development
Bureau: Building Standards & Safety

GENERAL PURPOSE

This is a Bureau Manager level position that performs a wide variety of planning, organizing and directing the activities of the Bureau that includes construction code administration, inspections and enforcement under the Pennsylvania Uniform Construction Code (UCC), the Allentown Property Rehabilitation and Maintenance Code and related licensing administration, housing rehabilitation, and the demolition and rehabilitation of properties, the residential rental inspection and licensing program, the Neighborhood Revitalization Program and provides the administrative support for the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, directs and oversees the programs of the Bureau of Building Standards and Safety.
- Prepares the budget for the bureau and approves all bureau expenditures, has input on CDBG Budget also
- Implements personnel approved policy guidelines for Council, various boards, commissions and City management
- Prepares and advocates legislation to establish new or change existing programs
- Enforces building, plumbing related codes pursuant to the Pennsylvania Uniform Construction Code, and any local amendments thereto, also the Mechanical, Fire and Property Maintenance Code, Building Code, and all applicable codes. Issues notices of violation, stop work orders, and citations and attends hearings and makes other court appearances as necessary.
- Enforces Disruptive Conduct process
- Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
- Coordinates the activities of the bureau with other City bureaus and community groups.
- Confers with representatives of other agencies and City bureau's regarding improvement of housing and other urban environmental conditions
- Provides administrative and clerical support for divisional and bureau operations
- Develops general policies in consultation with division heads for the operation or expansion of the various programs and confers with the Community & Economic Development Director on matters concerning major bureau activities.
- Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties.
- Oversees inspections and documents blight criteria relative to the Blighted Property Review Process.
- Supervises the Rehabilitation Supervisor who is responsible for a variety of housing improvement and neighborhood revitalization functions, including rehabilitation of the housing stock, restoring public infrastructure, and a variety of loan and grant programs

- Supervises the Housing Supervisor and Housing Coordinator who are responsible for the residential rental inspection program, housing inspections program and responding to housing complaints.
- Supervises the Construction Codes Superintendent who is responsible for the administration and enforcement of the City's building, plumbing, and electrical codes and plan reviews for all structures and the administration of related licensing provisions.
- Supervises Human Relations Officer who is responsible for landlord/tenant issues, the relocation process and the Disruptive Conduct Program
- Supervises Development Liaison/Permit Specialist who is responsible for the issuance of permits and guiding developers through the permitting, inspection and appeals procedures
- Performs related work as may be required
- Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Bachelor's degree in structural engineering, or a related field.
- (B) Extensive progressively responsible administrative and supervisory experience in code enforcement work, as a building contractor or architect-structural engineer, or in a related field, considerable experience in housing development and financing.
- (C) Experience in the enforcement of building safety regulations.
- (D) Equivalent combination of related education and meaningful experience may be substituted.

Necessary Knowledge, Skills and Abilities:

- (A) Comprehensive knowledge of modern principles and practices of building design, construction and equipment.
- (B) Extensive knowledge of the principles and practices of administration and supervision
- (C) Thorough knowledge of governmental organization and public administration
- (D) Thorough knowledge of City codes and ordinances and State laws concerning administration, inspection and enforcement activities
- (E) Comprehensive knowledge of housing construction and financing techniques; knowledge and understanding of Pennsylvania Redevelopment Law, the Pennsylvania Uniform Construction Code Act 45 of 1999 as amended, US Department of Housing and Urban Development Community Development Block Grant and Home Funding regulations and guidelines
- (F) Ability to understand and interpret building construction plans and specifications
- (G) Ability to give professional supervision, advice and assistance to technical and administrative personnel
- (H) Ability to establish and maintain effective working relationships with City officials, City Boards and commissions, employees, contractors and the general public
- (I) Ability to prepare clear and concise reports of bureau activities
- (J) Ability to study operations and institute improvements without undue disruption of existing operations
- (K) Ability to conceptualize, develop and implement policies and procedures for improving and

- facilitating departmental programs
- (L) Ability to express ideas, both orally and in writing
 - (M) Demonstrate excellent negotiation skills
 - (N) Ability to read, analyze and interpret professional journals, financial reports, legal documents, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; efficiently respond to questions from members of the community; communicate effectively in both written and oral form; interpret an extensive variety of technical instructions
 - (O) Ability to demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
 - (P) Must have the highest standards of ethics and understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
 - (Q) Establish and maintain positive working relationships with others to achieve the goals of the City's administrative team
 - (R) Must be able to communicate effectively both verbally and in writing; communicate in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
 - (S) Must be able to be innovative to develop new and unique ways to improve operations of the Bureau and to create new opportunities
 - (T) Must have effective leadership skills to positively influence others to achieve results that are in the best interest of the Bureau and the City of Allentown
 - (U) Ability to make decisions and assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the Bureau.
 - (V) Ability to organize, and set priorities, develop a work schedule, monitor progress toward goals, and track details, data, information and activities
 - (W) Ability to plan and determine strategies to move the organization forward
 - (X) Ability to solve problems and assess problem situations to identify causes, gather and process relevant information, generate possible solutions and make recommendations and/or resolve the problem
 - (Y) Ability to delegate, assign and coordinate work for the divisions under their control and responsibility

For a full job description, including requirements, pay rate, and online application, please visit our website: www.allentownpa.gov

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The City of Allentown is an equal employment opportunity employer.