



DATE POSTED: June 1, 2026

TITLE: CODE ENFORCEMENT OFFICER/UCC INSPECTOR

CLASSIFICATION: FULL-TIME

SCHEDULE: 8-HOUR SHIFT, MONDAY- FRIDAY, 8:00 AM TO 4:30 PM (IN-PERSON)

SALARY RANGE: \$60,000.00 - \$75,000.00 (dependent upon education and experience)

FLSA STATUS: NON-EXEMPT

REPORTS TO: DIRECTOR OF CODE ENFORCEMENT

SUPERVISES: NONE

POSITION SUMMARY:

The Code Enforcement Officer performs a variety of routine and technical duties to enforce the East Goshen Township Code and PA Uniform Construction Code (PA UCC). This position is responsible for examining plans, issuing permits, performing inspections, responding to complaints, and responding to construction and code related inquiries from property owners, contractors, and other Township stakeholders.

PRINCIPAL ACCOUNTABILITIES AND/OR TASKS:

Principal tasks will be performed in accordance with PA UCC certifications held by the Code Enforcement Officer in each category of work.

- Reviews residential and commercial permit applications and plans for compliance with the PA UCC and applicable Township ordinances
- Conducts inspections for residential and commercial construction
- Issues permits and certificates of Use and Occupancy
- Investigates and resolves complaints and violations of the PA UCC and Township ordinances
- Issues violation notices and citations, attending court hearings as necessary
- Maintains accurate documentation of inspections, permits, and complaints
- Assists property owners, residents, businesses, and other stakeholders with general code-related inquiries
- Obtains continuing education credits as required to maintain certifications
- Performs all other duties as assigned by the Director of Code Enforcement, and Township Manager

WORKING CONDITIONS:

The employee must be able to walk, hear, see, speak, move 25 pounds from one location to another, use a phone, and computer, climb up and down stairs and work alone. In addition, the employee may be exposed to dirt, dust, mud, noise, and inclement weather conditions and potentially hostile environments.

REQUIRED CERTIFICATIONS, EDUCATION, TRAINING, EXPERIENCE, AND KNOWLEDGE:

- High School diploma or equivalent required
- Valid driver's license required
- PA UCC Certifications (Residential/Commercial)
Required certifications must be obtained within a timeframe established by the Township based on operational needs. Current certifications are preferred.
 - Building Inspector/Plans Examiner
 - Plumbing Inspector/Plans Examiner
 - Mechanical Inspector/Plans Examiner
 - Energy Inspector/Plans Examiner
 - Accessibility
- Three (3) years' experience minimum in code enforcement, municipal government, or related field
- Strong computer skills including Microsoft Word, Excel, and Outlook
- Proficient use of electronic office equipment including copier, scanner, and telephone

REQUIRED SKILLS:

- Considerable knowledge of various ICC/PA UCC codes and process
- The ability to obtain UCC certifications within one (1) year and maintain certifications by attending continuing education courses
- The ability to analyze and interpret construction plans and documents
- Effective communication with staff, residents, elected officials, and various stakeholders in a professional manner, both orally and in writing
- Physical ability to inspect properties and structures, operate standard office equipment (i.e., computers, copy machines, etc.) and operate a motor vehicle
- The ability to work under adverse conditions and adapt to challenging situations
- Comfortable multitasking in a fast-paced environment
- The ability to organize work, establish priorities, meet deadlines, and follow up on assignments with little direction
- The ability to interpret and apply regulations consistently and defensibly

SALARY RANGE:

\$60,000-\$75,000 (actual salary is dependent upon education and experience)

BENEFITS:

- Dental insurance
- Health insurance

- Paid time off
- Vision insurance

DEADLINE:

All applications MUST be received by Friday, June 19, 2026