



Zoning Officer/Building Inspector

The City of Altoona is seeking a qualified candidate for the position of Zoning Officer/Building Inspector as part of the City's Codes and Inspections Department. This position is responsible for the administrative and field work in the inspection of residential building construction and repair work conducted in the City. The position enforces zoning regulations contained in the City of Altoona Code of Ordinances in accordance with the Pennsylvania Municipalities Planning Code while examining buildings during the course of construction, alteration and repair in order to determine conformity with the Uniform Construction Code (UCC). Therefore, individuals must possess knowledge of laws, regulations, and requirements applicable to the Pennsylvania UCC, City of Altoona Zoning Code, and the PA Municipalities Planning Code. Individuals will review building permit applications for compliance with code and zoning regulations, inspect buildings, investigate and review zoning complaints and provide support to the Zoning Hearing Board.

Interested candidates must possess considerable skill in reading, understanding, and interpreting construction plans, blueprints, site plans, maps and specifications. Additionally, candidates will have the ability to read, interpret and enforce statutes, ordinances and regulations firmly, tactfully, and impartially verbally and in writing; have the ability to communicate effectively; and establish positive working relationships with supervisors, peers, public officials, contractors, and the general public.

A High School Diploma or GED with a minimum of two (2) years of related work experience; or any equivalent combination of related education and experience, are required. Individuals should also possess the Residential Building Inspector (PA L&I #10) certification, or have the ability to obtain certification within six (6) months of employment or soonest program availability.

The City of Altoona offers a comprehensive benefits package including health, dental, vision and life insurance; paid time off; and retirement options.

To apply, please email your cover letter, resume and three (3) professional references to hr@altoonapa.gov. For additional information on the City of Altoona, please visit www.altoonapa.gov.

The City of Altoona is an Equal Opportunity Employer