**Internal Posting Date: 11/6/2026 – 11/15/2026**
**External Posting Date: 11/16/2026 – 12/7/2026**

# JOB POSTING

## Planning and Development Services
## Codes Enforcement Officer, Codes Administrator I *OR* Codes Administrator II

### Position Summary

Cranberry Township, located in Butler County, is seeking applicants for one (1) full-time position within the Planning and Development Services Department associated with its code enforcement and administration operations. Our municipality is a growing residential and business community and the incumbent for this position will play an integral role in maintaining safe, attractive, and well-maintained neighborhoods, businesses and communities.

The Township is considering applicants under the following three job openings based on different levels of experience and responsibility with the intent to fill one (1) vacancy: Codes Enforcement Officer, Codes Administrator I or Codes Administrator II. While the qualifications for all three are included here, applicants should be aware there are **three SEPARATE job openings on the Township employment page and applicants will be considered for the position they apply for only**. Applicants should review all three openings and associated qualifications when determining which position to apply to (Codes Enforcement Officer, Codes Administrator I or Codes Administrator II), as they *must meet the minimum qualifications for the applicable job opening they apply to*.

### What You'll Do

As a member of our team, the successful candidate may, among other job duties:

- Conduct field investigations, plan reviews, property inspections and initiate code enforcement actions in accordance with established requirements to ensure compliance with applicable Township regulations, codes and ordinances
- Work with residents, property owners, contractors, and Township staff to achieve compliance with applicable regulations.
- Maintain accurate and timely records associated with applicable code compliance investigations, inspections and violation/compliance actions

### Who You Are

We are looking for someone who interested in serving the community and possesses a balance of strong conflict-resolution skills with a firm, impartial commitment to educating residents and ensuring compliance with local and state ordinances and meet the following criteria:

***Required Qualifications***

Codes Enforcement Officer

*Education/Training:* High School Diploma or GED

*Distinguishing Characteristics:* This an entry level position whose focus is on property maintenance and associated codes and regulations.

Codes Administrator I

*Education/Training:* High School Diploma or GED

*Experience*: One (1) year of experience in a team environment, at least six (6) months of personal or professional experience in a construction or building setting and at least six (6) months experience demonstrated an ability to utilize technical hardware (computers, tablets, etc.) and software (Microsoft Office programs).

*Certifications*: Must have the ability to obtain the following PA UCC Residential Certifications within one year from the date of hire: Residential Building Inspector, Residential Plumbing Inspector, Residential Mechanical Inspector and Residential Energy Inspector. The successful candidate will also be expected to obtain the appropriate PA UCC Commercial Inspection certifications within three years from date of hire.

*Distinguishing Characteristics:* This level performs more routine and entry level tasks and duties and whose focus includes residential, property maintenance and associated codes and regulations.

Codes Administrator II

*Education/Training:* High School Diploma or GED

*Experience*: Three (3) years of directly related experience in municipal code administration

*Certifications:* PA UCC Residential Building Inspector
PA UCC Residential Mechanical Inspector
PA UCC Residential Plumbing Inspector
PA UCC Residential Energy Inspector
PA UCC Commercial Building Inspector
PA UCC Commercial Mechanical Inspector
PA UCC Commercial Plumbing Inspector
PA UCC Commercial Energy Inspector
PA UCC Accessibility Inspector/Plans Examiner

*Distinguishing Characteristics:* This level performs a full range of routine to and duties and whose includes residential, commercial, property maintenance and associated codes and regulations.

Codes Administrator I and II

EQUIVALENCY (Work Experience/Education): Work experience may be substituted for education/training on a year for year basis if the application clearly shows the required number of years for either position (based on the sum of work experience and education/training listed above).

Applicants for all positions must have a valid Driver's License.

***Preferred Qualifications***

Codes Enforcement Officer

*Education/Training:* Associate degree in a related field

*Experience*: Six (6) months of directly related experience in a customer service/customer facing role; Previous experience in municipal or related government functions is also preferrable.

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*Certifications:* ICC Property Maintenance and Housing inspector
ICC Fire Inspector I
ICC Fire Inspector II
PA UCC Fire Inspector

Codes Administrator I

*Education/Training:* Associate degree in a related field

*Experience*: One (1) year of experience in construction, engineering or related field

*Certifications*: PA UCC Residential or Commercial Certifications

Codes Administrator II

*Education/Training:* Associate degree in a related field

*Experience*: Three (3) years of directly related experience in municipal code administration

*Certifications*: PA UCC Building Code Official
Fire Inspector (ICC Certification Only)

## What We Offer

An opportunity to grow and work in a collaborative environment and contribute meaningful community focused work that makes Cranberry Township a top-tier community, a competitive salary and a comprehensive benefits package, that includes health, dental and vision benefits, a generous deferred compensation plan and other fringe benefits, including sick leave and personal/vacation leave.

Approximate Hourly Wage Ranges

*Codes Enforcement Officer*: $24.00-$25.00 per hour

*Codes Administrator I*: $26.00-$27.00 per hour

*Codes Administrator II*: $30.00-$33.00 per hour

The final hourly wage will be determined based on the successful candidate's qualifications.

## Application Information

Individuals interested in this position should submit an application by December 7, 2026. Application can be found at http://www.cranberrytownship.org/employment

Specific questions regarding the position can be sent to Human_Resources@cranberrytownship.com

EOE/M/F/D/V