



JOB DESCRIPTION

POSITION TITLE: CODE DEVELOPMENT ASSOCIATE (PART-TIME)

SUPERVISING INSTRUCTOR/ADVISOR: SMA CODE DEVELOPMENT REPRESENTATIVE

PRIMARY PURPOSE AND FUNCTION

The position of Code Development Associate represents an opportunity for an individual with significant experience in the stair industry to learn of and advance code and standard development and related supporting research and testing programs of the Stairbuilders and Manufacturers Association. This opportunity is extended with the intent of developing a qualified candidate to responsibly lead the future code and standard development efforts of the association by potentially assuming the position of SMA Code Development Representative.

Due to the investiture of long-term-specialized training, the critical nature of code development activities to the mission of the SMA, and the need for stability and consistency of the voice representing the SMA, acceptance of this position must recognize the need for the dedicated longevity of the SMA Code Development Representative. This Associate position will last approximately 5 years.

The Associate shall perform all assigned responsibilities and services to the membership in accordance with the SMA’s code of Professional Ethics and Conduct in a timely manner with particular attention to the confidentiality of member inquires.

DUTIES AND RESPONSIBILITIES

- Participate in SMA Code and Research, Quality Standards Committees and SMA or industry Task Groups related to or dependent upon code and standard development.
- Participate in the review and assessment of issues that might be addressed in code or standard reform and assist in making recommendations to the SMA Code and Research committee.
- Participate in drafting proposals for code and standard reform and supporting documentation to be discussed and approved by the SMA Code and Research Committee.
- Cooperate in maintaining and fostering SMA association relationships essential to code and standard development, e.g., ICC administration and staff; Educational, Research, and Testing Institutions; Trade Associations; Building Officials; other Industry Professionals, etc. with the purpose of effectively leveraging their potential support of the SMA mission and objectives for code and standard reform.
- Act as a supporting representative for the SMA in the International Code Council code development process of stairway related codes and standards attending hearings as required in accordance with acquired experience.
- Participate in member code consultation by responding to direct questions to the appropriate person, as assigned.
- Aid in administration and encouragement of member participation in code development:
- Provide seminars and lead learning opportunities for both virtual and in person events as assigned commensurate with achievement and experience
- Facilitate SMA Code Certification program aiding applicants, and evaluating tests submitted.
- Write no less than one article yearly for the SMA newsletter.
- Participate in the development of SMA Visual Interpretations.
- Participate as assigned in the production of Code Connection Episodes
- Trade show support (approximately two per year)
- Perform additional projects commensurate with learned achievement and experience

SKILLS AND SPECIFICATIONS

- Code level I and II certified
- Self-starter
- High attention to detail
- Highly motivate
- Excellent Customer Service
- Ability to problem solve on the spot
- Excellent verbal and written communication skills
- Stair Industry Experience Preferred – specific to the design, fabrication, and function of stairway, handrail and guard systems