SMA
STAIRBUILDERS & MANUFACTURERS ASSOCIATION

POSITION DESCRIPTION

CODE DEVELOPMENT REPRESENTATIVE (PART-TIME)

PURPOSE

The Code Development Representative serves as the Stairbuilders and Manufacturers Association's principal technical representative for building codes and standards affecting the stair industry. The position leads the SMA's code and standards development, advocacy, research, testing, education, and member-consultation activities in coordination with the Board of Directors, Executive Director, and applicable committees.

The Representative promotes the SMA's mission by advancing practical, technically sound code and standards requirements; representing approved SMA positions; supporting members; and maintaining productive relationships throughout the building-code and construction industries.

DUTIES AND RESPONSIBILITIES

- Lead and participate in the SMA Code & Research Committee, Quality Standards Committee, and applicable SMA or industry task groups.
- Coordinate committee and task-group activities, document outcomes, and communicate progress.
- Monitor code cycles, standards activity, research, and emerging issues affecting the stair industry.
- Review and assess issues that may require code or standards reform and recommend appropriate action to the Code & Research Committee.
- Research, develop, and coordinate code and standards proposals and supporting documentation for committee review and approval.
- Manage approved proposals through submission, testimony, public comment, hearings, outcome documentation, and follow-up.
- Represent the SMA in the International Code Council and other code and standards development processes.
- Maintain relationships with code officials, standards organizations, educational and research institutions, testing organizations, trade associations, and other industry professionals.
- Serve as the primary point of contact for member code consultations and maintain appropriate records of inquiries and responses.
- Educate and encourage members to participate in code and standards development.
- Develop and present seminars, workshops, and other learning opportunities for virtual and in-person events.
- Administer the SMA Code Certification Program, including assisting applicants, evaluating examinations, issuing certificates, and maintaining program records.
- Lead or administer approved testing, research, grant, and standards-development initiatives.
- Develop technical articles and other educational content for SMA publications.
- Lead the development of SMA Visual Interpretations and similar technical resources.
- Develop content to self-record and produce Code Connection episodes according to the schedule established by the BOD. Distribution of the episodes will be coordinated with SMA staff.
- Represent the SMA at approved conferences, trade shows, and industry events.
- Provide regular written reports to the Executive Director, Board of Directors, and applicable committees.
- Coordinate with the Executive Director to align activities with SMA priorities and maintain consistent organizational communications.
- Perform other related duties consistent with the Representative's expertise and the SMA's mission and strategic priorities.

PROFESSIONAL RESPONSIBILITIES

The Code Development Representative shall perform all duties professionally, ethically, and in accordance with SMA policies. The Representative shall protect confidential information and represent only positions authorized through the SMA's established approval process.

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

SUPERVISING ADVISOR: SMA EXECUTIVE COMMITTEE