

Job Title: Building Administrator

Position Type: Appointed

Reports To: Township Board

Overview:

The Building Administrator plays a key role in supporting the Building Department by managing daily office operations, maintaining accurate records, and providing administrative assistance to department officials to ensure smooth and efficient workflow.

Key Responsibilities:

- BUILDING
 - Answers phones, greets visitors and residents
 - Provide administrative support to Building Dept. officials.
 - Process all building permits and schedule all inspections.
 - Enters permits into BSA.
 - Pulls permits applied for Online and process them
 - Reviews completed forms for signatures and proper entries.
 - Mark all closed days on Online building system
 - Complete the monthly building and code enforcement reports.
 - Communicates with building permit applicants and addresses concerns.
 - Answers building questions
 - Manages escrow account if needed
 - Maintains electronic and paper records of the Building and Code Department.
 - Build and maintain positive working relationships with co-workers and the public, including Contractors.
 - Additional items as directed by the Township Board of Trustees or Township Supervisor.
 - Takes all Ordinance complaints

- Send out Ordinance letters
- Send out letters for permits about to expire or that have expired.
- Keeps track of all permit statuses
- Take payment for permits and issue them
- Keep track of all online payments
- ADMINISTRATIVE VARIANCE
 - Collect all information
 - Verify Need for Variance
 - Collect fee
 - Figure out everyone within 300 feet
 - Send letters to those within 300 feet
 - Keep track of anyone opposed
 - After 30 days, issue permit
- PRIOR YEAR PERMITS
 - Pull permit files for prior years (1967-current) (Currently on 1984)
 - Scan all permits and attachments
 - Add permit to system and all inspections
- BASIC DUTIES
 - Issue dog licenses, burn permits, dump passes and collect impound fees.
 - Issue Peddlers permit
 - Other duties as assigned.
 - Manage culvert payments for Road Commission.

Required by Law:

Not specified by statute; guided by township operational needs

Appointive Authority (if applicable):

Appointed by Township Board

Other Requirements or Notes:

- Strong organizational, communication, and computer skills required
- Knowledge of permits and building codes