

Building Inspection Clerical

Reports To: Supervisor
Positions Supervised: None
Employment Status: Non-Exempt

GENERAL SUMMARY:

Performs a variety of general clerical, typing and/or other office support duties – answers phones, assists customers at counter, sorts and files Building Department records and maintains property code filing system, gathers information as required, reviews and compares data for accuracy and completeness and enters data and documents into computer system and filing system. Performs related job duties as required.

GENERAL DUTIES:

1. Review permit applications; prepare and complete permits after appropriate approval for building, electrical, mechanical and plumbing [zoning and special events] permits. Process zoning applications for Planning Commission and Zoning Board of Appeals and enter findings into computer database and property code filing system. Process applications and coordinate activities of the Construction Board of Appeals, including scheduling of meetings and preparation of agenda and required notices and publications, keeping of minutes and entry of the Board's findings into the computer database and property code filing system.
2. Issue sewer tap permits for new construction throughout the Township [and neighboring Townships' connection to Bangor's system].
3. Schedule or assist with scheduling Building Official, Building Inspector, Electrical Inspector, Mechanical Inspector, Plumbing Inspector and Code Enforcement Officer inspection appointments.
4. Enter or assist with entering of inspection findings for completed inspections into computer database and property code filing system; compute inspectors' commissions for inspections performed as required.
5. Verify valid licensing and register contractors applying for permits; enter information into computer database and property code filing system; collect Registration Fees.

6. Prepare periodic reports including, but not limited to, monthly and annual reports.
7. Assist Zoning Administrator as authorized in the administration of Bangor Township's Zoning Ordinance including, but not limited to: processing of zoning ordinance complaints and alleged violations, review of proposed or actual land use changes (including land division applications), explanation and interpretation of zoning ordinance to property owners and developers; preparation of zoning ordinance violation notices when necessary and assisting with prosecution of violations of the Zoning Ordinances.
8. Act as liaison between Building Department and Fire Department related to structural or other incidents and plan review.
9. Maintains records of FEMA letters of map change and assists Building Official management of development in floodplain in compliance with Township ordinance provisions, State Construction Code *and Federal (NFIP and FEMA)* standards.
10. Assist with coordination of development and construction issues with Planning Department as necessary.
11. Assist with administrative aspects of Code Enforcement including, but not limited to: receipt and processing complaints, determination of whether a violations exists, registration of residential rental properties and preparation of notices and follow-up letters.

EMPLOYMENT QUALIFICATIONS:

1. High school graduate or equivalent.
2. Must be able to type 50 words per minute.
3. Computer proficient
4. Basic knowledge of building code and zoning enforcement.

Board Approved: 12/12/17