

Building Administrator
Responsibilities and Duties

To administer all Building Department functions, including but not limited to:

1. Provide public with necessary building permit applications (including building, electrical, mechanical, Plumbing etc.) and answer any related questions.
2. Input permit information into BS&A software program, collect payments and issue permits.
3. Coordinate inspections with owner/contractors and schedule inspectors as needed.
4. Record all building bonds and refund upon project completion.
5. Generate payroll report for inspectors and give to Clerk.
6. Coordinate response to ordinance complaints and/or violations.
7. Provide monthly building report to Clerk for monthly board meeting.
8. Reports to the current Building Official
9. Reports to and advises the Township Supervisor
10. Maintains contractors licensing tracking system.