

JOB DESCRIPTION: BUILDING INSPECTION DEPARTMENT DATA ASSISTANT

2021

General Summary: Under the supervision of the Building Inspection Department Director, this position includes performing a variety of clerical and technical duties that help assure the smooth running of the Building Inspection Department.

Typical Duties:

- 1) Assists in coordinating data required in the building inspection procedures to insure timely results and smooth process for inspectors, contractors and home owners.
- 2) Generates a variety of reports regarding the performance of the department.
- 3) Assists customers of the building inspection department by answering questions regarding the process of obtaining a building, mechanical, electrical permit, and/or plumbing permits.
- 4) Assists customers of the building inspection department with filling out permit applications and providing the necessary paperwork to obtain building, mechanical, electrical permits, and/or plumbing permits.
- 5) Assists in the preparation and maintenance of required electronic and hard copy records related to building, mechanical, electrical, and plumbing permits.
- 6) Assists in the verification of required state licensing and local registration for all contractors applying for permits.
- 7) Schedules inspections as they are called in and data entry for completed inspections.
- 8) Verifies final inspections and issues certificates of occupancy.
- 9) Routes copies of building, mechanical, electrical, and plumbing permits to appropriate state, county, and township departments.
- 10) Works with the building inspection department inspectors to assure inspections and other department activities are provided to the public in a timely fashion.
- 11) Assists in the enforcement of legal requirements for contractors and permit applicants.

12) Performs related duties as assigned.

The above information is a general outline of the duties and responsibilities of the aforementioned position. It is not intended to be a specific and exhaustive list of duties and responsibilities of the position.