

**BRUCE TOWNSHIP
JOB DESCRIPTION
BUILDING DEPARTMENT MANAGER**

May 26, 2022

Location: Bruce Township, Macomb County

Salary: \$37,617 per labor contract

Benefits: 401A, Dental, Vision, Life Insurance, PTO

Employment Type: Full-time

Department: Building Department

Supervised by: Township Supervisor, Building Department duties and Township Treasurer, Cemetery duties.

This position is a full-time, paid on an hourly basis; 35 hours per week and covered under Technical, Professional and Office Workers Association of Michigan (TPOAM).

Position Summary:

This is a union position under the supervision of the Township Supervisor and Treasurer. The Building Department Manager performs a wide range of functions to ensure the operations of the Building Department are fulfilled.

Essential Job Functions:

The employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties the employee may be expected to perform but provides a summary for clarification as to the responsibilities of the position and expectations of the Township. To perform this job successfully, an individual must be able to perform each essential function to the satisfaction of the positions' supervisor.

Issues building, plumbing, mechanical, electrical, fence and Utility permits. Records county permits and other information required for permit records.

Schedules and records inspections for building, plumbing, mechanical, electrical and utility permits and schedules with DPW meter set.

Registers licensed contractors,

Verify site plan elevations, setbacks, zoning and floodplain status for building permits.

Collects payments for permits and reinspection fees.

Issues Certificates of Occupancy/Temporary Certificates of Occupancy

Prepares and types letters, various forms and reports

Maintain supplies of informational material.

Greets visitors, provides information or directs questions to the appropriate person, provides material on request.

Answers telephone, relays messages, provides information and assists property owners/tradesmen in correct procedures. Arranges meetings for inspectors

Acts as a liaison between homeowners, contractors, inspectors.

Prepares monthly payroll reports and expense vouchers for inspectors. Schedules and records classes for certification requirements for inspectors.

Prepares monthly building census reports of for Bureau of Census, SEMCOG, Dodge Reports and assessing department.

Follow-up with expired permits and violations.

Answers general zoning ordinance questions.

Directs part-time support personnel.

Supports Treasures with the collection of taxes if necessary.

Cemetery Clerk: General Summary – Supervised by: Township Treasurer

Keeps cemetery records, maps, files and burial permits

Locates lots for burials: notifies funeral director & Cemetery Sexton as necessary.

Meets with family members for purchasing lots.

Collects payments for lot sales and invoices for burials

Answers requests for genealogy information for family members.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

Requirements include the following:

- Ability to multitask under demands such as working with a disgruntled customer with other customers waiting and telephone activity.
- High school graduate with 2 years local government.
- Computer literate in BS & A Software, Microsoft Suite applications and skill in office equipment and technology.
- Skill in assembling and analyzing data along with preparing comprehensive and accurate reports.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with Township employees, residents of the Township, representatives of other governmental units, professional contacts, elected officials and the public.

- Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, the general public, financial institutions, government entities and others.
- Required to handle problems and conflicts in a tactful, courteous and respectful manner.
- Excellent communication skills.
- Must be detail oriented.
- Individual must have a good work record, good attendance record and be reliable.