

CHARTER TOWNSHIP OF WHITE LAKE

Job Description

Building Department Specialist
Department: Community Development

Non-Exempt
Approved: 7/15/2025

General Summary:

Under general supervision of the Building Official and the Director of Community Development, independently performs a wide variety of highly skilled, responsible, and confidential secretarial, administrative and management work requiring initiative and considerable independent judgment. The employee is required to exercise high level office management skills, and oversee the coordination of activities between various Boards, Departments, and any other bodies for which the Department serves as staff.

Primary Responsibilities:

1. Acts as Executive Secretary to the Building Official.
2. Greets and assists residents, builders, and contractors in a professional manner and demonstrates a willingness to offer assistance.
3. Communicate assignments or information to staff members, other Township Employees and the General Public, including developers, skilled tradesman, and township consultants as directed by the department head.
4. Type correspondence, form letters, and standardized documents unique to the department. Prepares reports under the direction of the department head.
5. Compiles data for periodic and special reports, budgets, agendas, or for input to administrative decision making. Arranges/schedules meetings for the department, coordinates activities of such bodies with staff/consultants.
6. Independently plans work activities and manage office activities to meet priorities and deadlines. Coordinates general clerical procedures and assignments for this work area.
7. Composes and manages all routine CDD correspondence and reports independently or with minimal instructions.
8. Process and issue building, electrical, mechanical, plumbing, and other building associated permits. Send notices for expired permits.
9. Schedule inspections for the department.

10. Prepare and issue Certificate of Occupancy notices, as well as tracking and follow up notices for expired Certificate of Occupancies.
11. Coordinate Dangerous Building hearing, notices, bids, and permits.
12. Trains other staff on department processing policies.
13. Engage BS&A Software to maintain accurate records, generate reports, develop, extract and track data, including permits, inspections, contracts, certificates, and other related documents while possessing the aptitude to effectively train other staff members in the use of the program
14. Determines and collects review fees based on the Township's fee ordinance.
15. Manages the Rental Ordinance Program. Coordinates inspections, compiles inspection reports, and corresponds with property owners and/or renters.
16. Coordinates with Fire Department to process new street addresses and address changes.
17. Evaluates, reviews and provides recommendations to improve or expedite the permit process; including identification of discrepancies or inconsistencies in documents or processes, and recommends new policies and/or revisions to existing policies and procedures as appropriate.
18. Provides statistical analysis and other reports to the Building Official and Director of Community Development in regards to building permits, open projects, the rental program and other Building Department programs.
19. Performs other duties as assigned by department head.

Education and Qualifications:

- High School diploma or equivalent required. At least four (4) years of practical experience in administration or a bachelor's degree.
- Preferred experience in a municipal setting or public administration.
- Proficient in Microsoft Word, Excel and Outlook.
- Proficient in BS&A and other applicable Building Dept software programs
- Basic understanding of codes, ordinances and other regulations within Community Development
- Fundamental ability to read and interpret building plans, site plans and easement documents.
- Basic knowledge of the construction industry in relation to processes and phases of development and construction.
- Aptitude to create and update permit applications, forms, checklists and other departmental documents.

- Capable of updating Township website with department information, creating links to documents and generating fillable forms and permit applications online.

Other Requirements:

- Maintain accurate electronic and manual records, logs and database.
- Present information and reports to boards, departments or other agencies at interoffice and community meetings on behalf of the Building Department.
- Strong oral and written communication skills.
- Excellent customer service skills with the ability to identify and resolve problems in a timely manner.
- Demonstrated effective organizational and communication skills with an attention to detail.
- Self-directed and the ability to communicate verbally in-person and over the phone required.
- Ability to operate general office equipment including adding machine, copy machine, fax machine and document scanner.
- Knowledgeable in preparing professional business documents such as memos, letters and reports.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate office equipment and controls, and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is regularly required to walk, sit, climb or balance; stoop, kneel, and crouch.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Position	JAN 2023 - 2.5%	NOV 2023- wage adj.	NOV 2023- 3%	JAN 2024 - 3%	JAN 2025 - 2.5%	JAN 2026 - 3%
Building Department Specialist						
Start	58,973		60,743	62,565	64,129	66,053
1 yr	62,834		64,719	66,660	68,327	70,377
2 yr	64,773		66,716	68,717	70,435	72,548
3 yr	66,875		68,881	70,947	72,721	74,903

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be limited to or intended to be an exhaustive list of all job duties to be performed by those within this classification.