



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

FULL-TIME ADMINISTRATIVE ASSISTANT / PERMIT TECHNICIAN

Job Description

Based at: City of Riverview Building Department
14100 Civic Park Drive, Riverview, MI 48193

Hours: Monday through Friday 9:00 a.m. to 5:00 p.m.

Responsible to: Jennifer Dufore, Regional Manager
Brent Strong, Construction Code Division Director

Note: *Employment will be with Carlisle | Wortman Associates and NOT the City of Riverview. The position will be assigned primarily to the Riverview Building Department.*

Position Summary:

Under the direct supervision of the Regional Manager, the Administrative Assistant / Permit Technician performs the administrative functions of the City's building and trade permit and inspection processes; rental housing inspection process, home sale inspection process, related records management, and serves as liaison with the public regarding building and zoning ordinance matters.

Essential Job Functions:

This full-time position is FLSA designated as Non-Exempt for the purpose of overtime. An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- **Building Department**

- Organize and manage the City's BS&A Building.NET records management software.
- Intake, process, invoice, and issue building and trade permit applications.
- Distribute building plans for review; distribute approved plans to appropriate inspectors for field use.
- Receive requests for inspections and schedule inspections for appropriate inspectors to perform.
- Receive, process, and record inspection results as required.

Benjamin R. Carlisle, *President* John L. Enos, *Vice President*
Paul Montagno, *Principal* Megan Masson-Minock, *Principal* Laura Kreps, *Principal* Brent Strong, *Principal*
David Scurto, *Principal* Sally M. Elmiger, *Principal* Craig Strong, *Principal* Douglas J. Lewan, *Principal*
Richard K. Carlisle, *Past President/Senior Principal* R. Donald Wortman, *Past Principal*

- Monitor inspector's schedules and inspection results to verify completeness; facilitate technical or follow-up services required.
 - Receive resident and permit applicant phone calls and email inquiries; answer administrative and technical questions as necessary.
 - Coordinate Building Department activities with other City departments as needed.
- **Rental Housing Certification and Home Sale Inspection**
 - Receive, process, and invoice rental housing registration and home sale inspection applications.
 - Schedule rental housing and home sale inspections and make assignments to appropriate inspectors.
 - Monitor inspection results to verify completeness; handle any technical or procedural questions that arise.
 - Issue inspection reports to property owners and schedule re-inspections as required.
 - Issue approved rental housing certificates and monitor certifications for timely renewal.
 - Issue approved home sale certificates.
 - Receive and process home sale escrow funds; transfer code violation responsibility to buyers when appropriate; monitor code violation abatement timelines; refund or forfeit escrow funds as appropriate; coordinate with the city's Code Enforcement officers to issue code violations for default situations.
- **Planning & Zoning Services**
 - Assist planning staff with receipt of site plan applications, zoning permit applications, and related community development processes as necessary.

Additional Job Functions:

The employee may occasionally be assigned to fill-in for similar job functions at the City of Southgate Rental Housing Office. Routine and regular attendance at client offices and/or company headquarters is required.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. Requirements include the following:

- A high school diploma or the equivalent, supplemented with technical training in office management or a related field, and two years' experience preferably in a building/construction or municipal setting required. Experience using BS&A Bldg.NET software preferred.

- Knowledge of building and zoning ordinances, government operations, principles and practices of municipal administration, and skill in providing administrative support to such activities.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Able to establish effective work relationships and use good judgment, initiative, and resourcefulness when dealing with the public, business, and community interests, elected officials, other employees, and professional contacts.
- Able to perform research, compile complex data and prepare accurate records and reports.
- Able to effectively communicate and present ideas and concepts orally and in writing.
- Able to solve problems and work effectively under pressure, within deadlines, and changes in work priorities.
- Ability to schedule, coordinate, and track the work assignments of contracted employees.
- Possess a valid State of Michigan driver's license or an alternate provision for reliable transportation for the purpose of traveling between client offices when necessary.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 communicate with others in person and on the telephone. The employee is frequently required to view and produce written and electronic documents. The employee is regularly required to sit, talk and hear, and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move items of lightweight up to 40 lbs.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet to moderate but can be loud at times. The office setting is climate controlled to meet code specifications.

Position Details:

- **Title:** Administrative Assistant/Permit Technician
- **Start Date:** To be mutually agreed upon.
- **Primary Location:** City of Riverview Building Department

- **Secondary Location:** City of Southgate Rental Office
- **Starting Salary:** To be determined commensurate with education and experience.
- **Company Benefit Package:** Includes eligibility for performance bonuses, paid holidays, paid time off (PTO) plan, healthcare, dental, optical, and life insurance coverage, optional FSA, optional 401k retirement plan, tuition reimbursement program, continuing education opportunities, paid professional membership fees.

INTERESTED CANDIDATES SHOULD EMAIL A DETAILED RESUME TO:

Jennifer Dufore
Regional Manager, Carlisle | Wortman Associates
jdufore@cityofriverview.com
734-643-0867

Carlisle|Wortman Associates, Inc. (CWA) provides equal employment opportunities to all employees without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, pregnancy status, genetic information, marital status, height, weight, status as a covered veteran in accordance with applicable federal, state, and local laws or any other characteristic covered by federal, state, or local law. CWA complies with applicable federal, state, and local laws governing nondiscrimination in employment in every location in which the company has facilities.