### Edgmont Township

Position Description

**POSITION TITLE**: Administrative Assistant/Assistant Building Department Administrator/Assistant Building Code Official

**DEPARTMENT**: Administration

**REPORTS TO**: Township Manager

**GENERAL PURPOSE**: This is an administration position under the general direction of the Township Manager.

**SUPERVISON RECEIVED**: Receives general direction from the Township Manager

**Essential Duties and Responsibilities**

**Administrative Duties:**

* Perform a variety of basic office tasks; e.g. file, fax, email, copy, and monitor diary and deadlines.
* Assist the public by phone, email, or at window.
* Retrieve, open, and sort mail.
* Run office errand as needed.
* Answer phones and take messages.
* Open/Close Building.
* Scan and save subdivision and land development plans for future digital use.
* Assist with conditional use applications.
* Assist with subdivision and land development applications.

**Assistant Building Department Administrator Duties:**

* Update permits and forms as necessary with applicable information and Township Ordinances.
* Send out emergency contact forms to all businesses once a year, compile forms, update information. Follow-up with businesses that do not submit the information in a timely fashion.
* Coordinate yearly Life Safety Inspections. Scan, save, and log inspections.
* Send out contractor registration renewal notices on a yearly basis.
* Process contractor registrations by entering information into Land Management. Print and mail registration certificates.
* Scan all insurance certificates received. Update information in Land Management.
* Prepare building, pool, detached dwellings, additions, and new construction permit application packets.
* Attend preconstruction meetings as necessary.
* Assist contractors and residents with basic permitting questions.
* Assist contractors and residents at the Township window with the submittal of permits.
* Attend site meetings as needed for compliance with construction and/or stormwater management regulations.
* Under the direction of the Building Department Administrator, process and issue permits.
* Under the direction of the Building Department Administrator, process and issue Certificates of Compliance and Certificates of Use and Occupancy.
* Process Yerkes inspection reports (scan and attach in Land Management).
* Process Building Inspector inspection reports (scan and attach in Land Management).
* Coordinate and facilitate bi-weekly Construction Staff Meetings. Update meeting agenda and provide follow through/reminders for outstanding issues/items.
* Assist with Township Ordinance revisions and the creation of new Ordinance’s as needed.
* Create new permits as deemed necessary by the Building Department and Zoning Officer.
* Schedule inspections for ongoing construction projects.
* Follow-up with outstanding open permits, schedule final inspections, and issue Certificate of Use and Occupancy’s.

**Public Sewer District Duties:**

* Coordinate quarterly well water meter readings.
* Compile quarterly readings, log in the meter reading database, and send quarterly information to DELCORA for billing.
* Coordinate outstanding sewer project permits.
* Coordinate sewer code enforcement items.
* Issue sewer project Certificate of Use and Occupancy.
* Assist with the coordination of obtaining and recording sewer project easement documentation.
* Scan and save monthly discharge monitoring reports for onsite wastewater treatment facilities.
* Compile quarterly commercial water usage reports and check for usage overages.

**Assist Planning Commission and Board of Supervisors:**

* Work with Township Manager to prepare packets for Planning Commission and Board of Supervisors.
* Attend monthly Planning Commission meetings, record minutes, and type meeting minutes.
* Participate in site-walks for Planning Commission applications.
* Assist with the preparation of resolutions of miscellaneous Township business.
* Assist with the preparation of resolutions in conjunction with subdivision and land development and conditional use decisions.
* Assist with the preparation of Draft Summary’s and Draft Motions for the Planning Commission and BOS’s meetings.

**Code Compliance:**

* + - * Monitor code activity and update code enforcement list as necessary.
      * Draft and send out code letters and Notices of Violation under the supervision of the appropriate enforcement official.
      * Document files with code reports.
      * Work with violators to obtain compliance.
      * Facilitate inspections to check for code compliance.
      * Diary and follow-up with code enforcement notices.
      * File complaints with the District Justice with the guidance of Township Staff and the Township Solicitor.
      * Update code enforcement list, coordinate, and facilitate code enforcement meetings.

**Assist Roadmaster:**

* Review Pa. One Calls, check against Ordinances, check for permits, call contractors for more information, obtain permits, call into PA One Call System.
* Send PA One Calls to the Roadmaster on a consistent basis.
* Monitor all enforcement under the supervision of the Roadmaster and/or the Township Solicitor.
* Draft letters and take complaints.
* Assist with Highway Occupancy Permits as needed.

**Assist with Grant Applications:**

* Assist Township Manager with grant applications.
* Assist Township Manager with grant reporting.

**Assist Recycling Coordinator:**

* Research recycling/trash changes in law and seek grant opportunities.
* Assist Recycling Coordinator in complying annual Recycling Grant with the State.
* Work with local recycling contractors to obtain reporting documents.

**Newsletter and Calendar:**

* Compile information for the newsletter, organize, and input information into the newsletter.
* Format and edit newsletter for distribution.
* Facilitate news stories from Township staff to include in the newsletter.
* Assist with the Township Manager with the yearly calendar as needed.

**Assist Financial Dept. and Tax Collector:**

* + Post tax payments to the tax book