Nahant Town Hall
334 Nahant Road
Nahant, MA 01908
Tel. (781) 581-0088 Fax (781)593-0340

Town of Nahant
Assistant to Building Inspectors
Job Posting

The Town of Nahant is seeking qualified applicants to fill the full-time benefited position of the Assistant to the Building Inspectors. Responsibilities include processing applications for building, electrical, and plumbing permits, zoning variances and site plans. Position is also responsible for maintaining files and records for the Building Department, Zoning Board of Appeals, and Conservation Commission.

Supervision: Works under the direct supervision of the Town Administrator, Building Inspectors, and Building Commissioner. In this role the Assistant is expected to work independently in carrying out specific instructions for building permits, licenses, and Zoning Board of Appeals applications

Job Environment: Position is located in person at the Town Hall. Work hours are 37 hours per week Monday - Thursday 7:30am-4pm and Friday 7:30am-12:30pm. Paid time off and other benefits available.

Specific Duties and Responsibilities: Essential and other important responsibilities and duties may include, but are not limited to, the following.

1. Issue building, electrical, plumbing and other applicable permits, licenses and certificates of occupancy within the Building Inspection Department
2. Provide information and documents to contractors, developers, general public and other parties related to building and development within the Town
3. Review and issue any Short-Term Rental applications; schedule any necessary inspections for said Short-Term Rental and issue any licenses and permits.
4. Prepare inspection schedules; review permit applications; coordinate follow-up/inspections as needed
5. Calculate permit fees; receive money for permits and reconcile fees
6. Prepare monthly permit reports
7. Provide support to Building Inspectors and Building Commissioner
8. Perform a wide variety of general clerical work including maintenance of accurate detailed files and records, research discrepancies and record information
9. Provide support to Zoning Board of Appeals and Conservation Commission; prepare appeal packets and permits as needed
10. Assist the Health Inspector with permit issuance and follow-up on health-related concerns
11. Receive and follow up on requests for zoning enforcement and direct requests to the appropriate personnel
12. Follow up on older open permits to obtain status updates, coordinate inspections, and facilitate permit closure
13. Provide administrative support and coverage for other municipal departments as needed

Qualifications:

- High School Diploma or equivalent
- Office or Clerical experience

Required Knowledge, Skills, Abilities: Good knowledge of office terminology and procedures and equipment; working knowledge of building and zoning ordinances; ability to understand and carry out oral and written directions; ability to get along with others; ability to prepare written reports; knowledge of general computer programs such as Word, Excel, Outlook, Google docs; good communication skills; ability to work alone or with a team.

Salary range: $48,200 - $56,314 annually plus excellent benefits

Submittal Requirements:

All submissions must contain a cover letter and resume. Interviews of leading candidates will be scheduled as applications are received. This position shall remain open until filled.

Please email resumes to: ktaylor@nahant.org
Or mail to: Kristin Taylor
Nahant Town Hall
334 Nahant Road
Nahant, MA 01908

Resumes will be held in strict confidence

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER