



## **EMPLOYMENT OPPORTUNITY**

### **CITY OF POWELL BUILDING DEPARTMENT ASSISTANT**

The City of Powell is seeking a candidate to fill the position of Building Department Assistant. This is a half-day (1-5 p.m., Monday through Friday), skilled clerical position that encompasses several duties related to construction projects within the jurisdiction of the City of Powell. Qualified candidates will have experience in customer relations and be familiar with data entry and computer programs related to the building trade. Hourly wage \$11-\$13, commensurate with experience. Partial benefits provided.

Please submit resume of qualifications and job history to Sue Ross, Powell City Clerk, 47 Hall St., Powell, OH 43065-8357 or by e-mail to [sross@cityofpowell.us](mailto:sross@cityofpowell.us). Deadline for submittals is 5 p.m. on Tuesday, Jan. 31.

See City Web site (<http://www.cityofpowell.us/government-employmentopp.php>) for additional information. No phone calls please. The City of Powell is an equal opportunity employer.

## **JOB DESCRIPTION**

### **BUILDING DEPARTMENT ASSISTANT**

#### Nature of Work

This is a half-day (afternoons) skilled position that encompasses several duties related to construction projects in the City of Powell. The Building Department Assistant reports to the Chief Building Official.

#### Examples of Job Functions

Job duties include coordinating various functions within the Building Department, and daily interaction with builders and contractors from all phases of the construction trade. The position functions with considerable independence, supporting and supported by all other Building Department personnel.

Specific job duties include the following: coordinating, scheduling, logging and tracking building inspections; processing contractor/subcontractor registrations and residential building permits; data entry and filing; record keeping for the Building Department; processing plan review documents; providing back-up assistance for the department's permit coordinator; and providing follow-up notifications to clientele.

#### Requirements of Work

This position requires regular attendance of twenty hours per regular work week: four hours per day, from 1 p.m. to 5 p.m.

This position requires experience in customer relations and familiarity with data entry and computer programs related to the building trade, a high school diploma or equivalency (or higher) and valid driver's license.

This position requires the ability to handle and track money and receipts, complete job duties amidst consistent interruptions, follow safe working procedures and complete all related work as required or assigned by the Chief Building Official or City Manager, in conjunction with other City Departments/Staff.