



## **TOWN OF SUDBURY Position Available**

### **Building Department Part-time Clerical Position 18 hours per week**

Posting Date: June 6, 2013

The Town of Sudbury seeks a qualified part-time employee to perform clerical work under the direction of the Building Inspector and Officer Supervisor.

Duties include, but are not limited to:

- Issue Wiring, Plumbing and Gas permits
- Receive Building Permit applications for new construction/renovations
- Schedule daily inspections for the Building, Wiring, and Plumbing & Gas inspectors
- Enter permit information into software system
- Record inspection information for each permit
- Assist public with inquiries on properties in town
- Other office duties as needed

Hours: 18 hours per week, Monday through Friday, 3-4 hours per day.

**Duties and Qualifications:** In addition to above, the position requires effective verbal and written communication skills; excellent computer and record keeping skills; ability to interact with public effectively; ability to work independently and be self-motivated.

Starting hourly rate is \$15.59 per hour; No benefits included.

**Send letter of interest and resume to:**

HR Director,  
Town of Sudbury  
278 Old Sudbury Road,  
Sudbury, MA 01776

or by e-mail to: [bilodeaum@sudbury.ma.us](mailto:bilodeaum@sudbury.ma.us).

**Deadline:** Resumes accepted until June 14, 2013.  
AA/EOE