



# CITY OF NASHUA

## NOTICE OF VACANCY

**POSITION:** DPW Permits Coordinator

**DEPARTMENT:** DPW Engineering

**HOURS WORKED:** Monday to Friday, 8:00am – 5:00pm

**AFFILIATION:** UAW CT

**SALARY & GRADE:** Grade 12, wage dependent upon experience

### PRIMARY DUTIES

Reviews and issues permits for construction activities within the City Right-of-Way (ROW), including Street Opening, Sewer, Driveway, Fence and Wall, Encumbrance, Demolition and utility pole petitions. Permits are issued through the Engineering Department of the Division of Public Works. Works in conjunction with City Inspectors to monitor the work in the field. Maintains records of permits electronically using the City's permitting systems and Geographic Information System (GIS). Provides information to contractors and the public regarding the permit issuance process. Ensures proper bonds are in place for applicant contractors. Works to maintain records of plans and files kept in the Engineering Department.

### QUALIFICATIONS

Diploma from an accredited college or university with a Associates Degree in Civil Engineering Technology, Construction Engineering, Business Administration, Public Administration or Computer Aided Design. Preferred experience in municipal permitting, driveway and utilities construction and training in CAD and GIS. Proficient in the use of personal computers, Microsoft Excel, Word, Outlook, and PowerPoint, and all other software and hardware necessary to do this job. Must have a valid Driver's License.

### APPLICATION PROCEDURE

Submit application at: <http://applitrack.com/nashua/onlineapp/>

EQUAL OPPORTUNITY EMPLOYER - Recruiting practices shall be consistent with State and Federal Law (7/15/2022)

Job ID #1136