
PROGRAM ASSISTANT II (St Bldg Permit Coord) TMPPT5554(Job Id 15877)

Location: US:NH:CONCORD

Post Date: 09/04/2019

Category: ADMIN SUPPORT

Close Date: 09/25/2019

Salary: 17.370-17.370 USD

Description

State of New Hampshire Job Posting
Department of Safety
Division of Fire Marshal
33 Hazen Drive, Concord, NH 03305
PROGRAM ASSISTANT II
(STATE BUILDING PERMIT COORDINATOR)
PART TIME
Labor Grade 15
Position # TMPPT5554
\$17.37 per hour

The State of New Hampshire, Department of Safety Division of Fire Marshal has a PART TIME vacancy for Program Assistant II - (State Building Permit Coordinator). Hours not to exceed 29.5 per week.

SCOPE OF WORK: Coordinates, tracks and processes the submissions for the State Building Permit System, Plans Review and Variance applications for the Division of Fire Safety.

ACCOUNTABILITIES:

Coordinates the application process and verifies completeness of all building permits, plan review requests and variance programs.

Reviews construction plans and documents to determine type of plan to be reviewed and assures permit application and revenue paperwork is properly completed and shared with the business office.

Maintains a database of information for all incoming documentation, inspections, approval letters and permits.

Coordinates scheduling of required inspections.

Responds to the requests for project status reports with respect to all related projects.

Compiles and distributes statistical data for all programs.

Coordinates the distribution of all submitted construction documents, approval letters, permits, and certificates of occupancy.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or technical institute with major study in business administration, building trades, or other relevant field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years of experience in business administration, building permitting, working with construction plans, or related field, with responsibility for providing program information to others. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Eligibility for driver's license.

SPECIAL REQUIREMENTS:

For appointment consideration, Program Assistant II applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

Selected candidate will undergo a fingerprint based criminal background check and motor vehicle record check in order to ensure suitability for exposure to confidential information.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

For further information contact Sean Toomey, Deputy Fire Marshal, sean.toomey@dos.nh.gov 603-223-4375.

EOE

TDD Access: Relay NH 1-800-735-2964