



TOWN OF HUDSON

Fire Department

39 Ferry Street, Hudson, New Hampshire 03051



Emergency 911
Business 603-886-6021
Fax 603-594-1164

Shawn P. Murray
Chief of Department

Permit Technician Job Posting

The Hudson Fire Department is accepting applications for the position of Permit Technician.

Job Summary: Performs highly responsible administrative support as part of the Inspectional Services Team by assisting the public at the service counter, providing technical office support duties related to the processing and issuance of permits, and performs other related duties as assigned.

Supervision Received: Works under the general supervision of the Deputy Fire Chief who outlines departmental policy, makes work assignments, and evaluates work in terms of effectiveness of results. Performs duties with a high degree of professionalism and independence, exercising judgment, and tact in answering inquiries from internal and external customers.

Supervision Exercised: May exercise supervision over personnel as assigned to assist the division.

This is a full time permanent position and is covered under the Hudson Administrative and Support Staff Collective Bargaining Unit.

Hourly Pay Range: \$19.86 to \$21.66

For questions contact:

Deputy Fire Chief Robert Buxton
Hudson Fire Department
15 Library Street
Hudson, NH 03051
(603) 886-6021
rbuxton@hudsonnh.gov

The position offers a competitive wage scale and benefits package. The Town of Hudson, NH is an equal opportunity employer. The closing date for applications is **4:00 PM on Thursday, May 9, 2013**