

## JOB OPENING

### BUILDING DEPARTMENT TECHNICAL ASSISTANT

The Town of Wytheville is accepting applications for the full-time position of Building Department Technical Assistant. **Desired Qualifications:** The successful candidate will be responsible for the issuance of building, electrical, mechanical, and plumbing permits, and the enforcement of the Virginia Uniform Statewide Building Code. Assists the Building Official with the enforcement of a variety of codes, performing plan reviews, inspections, and keeps records and documents. Maintains a working relationship with state and federal agencies. Explains and provides information and assistance regarding all applicable codes to architects, engineers, contractors, developers, property owners, tenants, businesses. **Education and Experience:** At least 3 years of experience and general knowledge in at least one of the following areas: building construction; building construction conceptual and administrative process; building, fire or housing inspections; plumbing, electrical or mechanical trades; or fire protection, elevator or property maintenance work. Any combination of education and experience that would confer equivalent knowledge and ability may be deemed to satisfy this requirement. **Salary Range:** \$33,532-\$53,934, salary based on qualifications and experience. Application packages are available from the Human Resources Department at the Town Office, 150 East Monroe Street, between the hours of 8:00 A.M. and 5:00 P.M. weekdays or on the Town's Web site at [www.wytheville.org](http://www.wytheville.org). The position will be open until filled. **EOE**