

CITY OF BOWIE
Permits Specialist - Stormwater Management (Part-Time)
Public Works Department

Part-time position available within the City of Bowie Public Works Department. Responsibilities include managing the Department's plan review, plan approval, bonding and permits processes related to infrastructure and utility permits. This position also is responsible for managing inspection reports and documentation related to the annual storm water management facility inspections for public and private facilities. Normal schedule for this position will include three, eight-hour days per week.

MINIMUM QUALIFICATIONS:

- Two (2) years of experience in public administration or contracts management.
- Two (2) years of experience permit processing.
- Construction cost estimating for civil engineering projects
- Certain combinations of training and/or experience may be considered.

PREFERRED QUALIFICATIONS:

- Degree in Public Administration or a related field.

**COVID-19 vaccination required in order to qualify for this position*

SALARY: \$30.00 per hour

HOW TO APPLY: PLEASE VISIT THE CITY'S WEBSITE AT: WWW.CITYOFBOWIE.ORG AND CLICK ON THE EMPLOYMENT LINK.

APPLICATION DEADLINE: FEBRUARY 16, 2024

All applicants **MUST** submit a completed City of Bowie employment application in order to be considered for this opportunity.

The City of Bowie is a drug and alcohol-testing employer. EOE