



Town of Brewster

2198 Main Street
Brewster, MA 02631-1898
Phone: (508) 896-3701
Fax: (508) 896-8089

Office of:
Human Resources

Come join our Team!

Brewster is seeking qualified candidates for the position of Department Assistant in the Building Department. The person in this position performs office, data entry, administrative and municipal service work assisting with office operations and serves as the primary contact for inquiries and requests for information from the public, including homeowners, realtors, lawyers, contractors and licensed design professionals. Duties include but are not limited to greeting and assisting customers at the Department counter, providing information on department procedures whether in person, on the phone or via email, assisting applicants in completing forms and applications, accepting applications and collecting filing fees, processing and distributing inspection requests, coordinating inspections between the Building and Fire Departments, maintaining records of Annual Certificates of Inspection and entering building permit-related data into the online system. High School Diploma or equivalent, plus minimum of one year's office experience required, (municipal experience preferred), or any equivalent combination of education, training, and experience. This is a full-time, 35 hour a week, Grade 1 OPEIU Union position, with a starting pay rate of \$23.58 - \$25.78 per hour, with an excellent benefits package including paid time off, health insurance, and retirement benefits. Please submit cover letter, resume, and Town employment application to Human Resources, employment@brewster-ma.gov. Position open until filled with a priority deadline of 04/14/23. To learn more about this position [click here for the full job description](#). EEO/AA