



welcome neighbors.

TOWN OF BENNETT RECRUITMENT

PERMIT TECHNICIAN



THE OPPORTUNITY

The Town of Bennett is hiring a Permit Technician. Come join an amazing team where you can pioneer your ideas and bring innovation and creativity to a one of the fastest growing communities in the Denver metropolitan area.

With an easy stress-free commute via I-70, Bennett has become a focal point for development and growth, making it a dynamic and exciting place to work. You will have an opportunity to be an important part of building a great community, with several active projects underway with major national homebuilders and new commercial projects. In the next five years, the Town anticipates the construction of over 1,000 residential and commercial buildings, with additional development in-process.

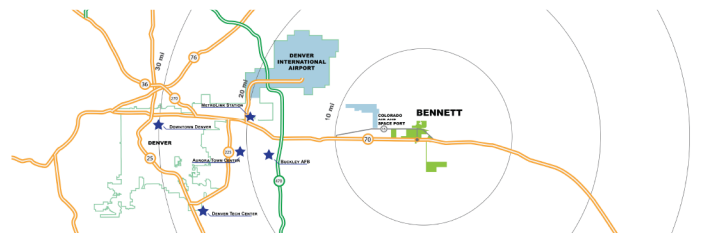
Our vibrant organization is staffed with highly motivated individuals who are committed to excellence and are diligently working to improve our community through local government. We work cohesively to solve problems, preserve our small town charm and pride ourselves on providing an atmosphere that encourages a positive work-life balance.

The Town of Bennett is committed to a fun, progressive learning environment that encourages staff mentorship and development. We offer a highly competitive benefits package, including flexible schedules, 100% premium paid health insurance for employees, a 401(k) match, life insurance, paid leave, long-term disability insurance, access to mental health services, an annual pass to the Bennett Parks and Recreation District, sick and vacation accrual and a monetary allotment which can be used toward out-of-pocket medical expenses, dental and eye insurance and additional retirement savings.



KEY FACTS

POPULATION: 3,200
TOTAL AREA: 5.4 MILES
MEDIAN HOUSEHOLD INCOME: \$59,101



COMMUTE TIMES

COLORADO AIR & SPACE PORT: 15 MINUTES
DENVER INTERNATIONAL AIRPORT: 25 MINUTES
DENVER: 30 MINUTES AURORA: 20 MINUTES



FOCUS ON BENEFITS



Retirement: After 90 days of service, employees are automatically enrolled in the 401(a) retirement plan with CRA (Colorado Retirement Association). The Town matches 3% to the employee's 3% contribution.

Health Care: The medical, vision, dental, and life insurance provider is Colorado Employer Benefit Trust (CEBT). The Town pays 100% employee coverage and 80% of employee's covered dependents.

Medical: Employees may choose to enroll in one of three medical plan options: a Kaiser Permanente HMO-40, and a UMR EPO₄ base plan or UMR EPO₃ plan. All medical plan options have a broad network of doctors, hospitals and other health provider who provide quality care at negotiated fees.

Dental: A comprehensive dental program is available that provides access to a broad network of dental providers. Coverage is through Delta Dental.

Vision: Employees that choose to enroll in our CEBT vision plan can take advantage of benefits that include coverage towards contacts and glasses Coverage is through VSP.

Insurance: Life and Dependent Life: The Town of Bennett provides basic life coverage up to \$200,000 for employees who are regularly scheduled to work 30 or more hours per week. Additional coverage can be purchased through the Voluntary Life Insurance program.

Wellness Program: The Town of Bennett values employee health and well-being. The wellness program is designed to empower employees to engage in healthy activities and lifestyles. The town believes that educational opportunities and an emphasis on well-being leads to an increase in employee morale and positive impact on overall health - healthy employees are happier and more productive.

Employee Assistance Program: Our EAP provides free and confidential short-term counselling to help employees with a variety of personal challenges.

Paid Time Off: Employees have access to vacation and sick paid time off which accrues based on months of service. Full-time employees also receive paid leave benefits after 12 months of employment.

Holidays: The Town of Bennett observes 12 paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day and the day after, Christmas day and one (1) 8-hour floating holiday is determined by the employee whom may designate and observe with pay of his or her choosing each calendar year.



THE POSITION

Summary:

Performs a wide variety of paraprofessional, technical, administrative and specialized work in receiving, reviewing, processing and issuing building, electrical, plumbing and related permits and applications. Provides excellent customer service and explains Town policies, codes, ordinances and regulations.

Essential Duties and Responsibilities:

Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be an accurate summary of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Processes and issues all permits for the Town of Bennett.
- Performs completeness checks of incoming permit materials.
- Acts as the primary point of contact for the permit counter and intakes all in person, phone, and email inquiries.
- Interacts directly with project sponsors, permit expeditors, contractors, the general public and other department representatives relative to complex plan review, permit routing, construction inspection, notice of violation, records request inspection scheduling, special inspections, complaints and code violations.
- Disseminates, explains, and interprets information, regulations, and policies of the department.
- Resolves a variety of complex and difficult problems and complaints encountered by staff and department representatives regarding permit and plan submittals and processing, code violations and inspections.
- Determines required inspections, creates inspection records and appointments, maintains field inspection lists from permit records.
- Uses fee schedules and designated calculation methodologies to determine value and calculate and access preliminary and final fees; calculates size-based fees; collects and records permit related transactions.
- Processes applicable charges through the department's cashiering system, handles cash, checks and other forms of payment, performs initial reconciliation of receipts and reconciles financial entries.
- Performs extensive and complex entries into the Town's permit tracking system.
- Ensures the records and logs are compiled and maintained for various permit related files, data, documents, plans and reports.
- Collects data and prepares statistical reports regarding permit intake, issuance and inspections.
- Prepares and processes administrative documents requiring extensive knowledge of department operations, policies, procedures, codes, regulations and ordinances.
- Provides front desk service for the Town of Bennett and answers general inquiries on utility bills, passport services, and other Town business as required

Essential Backup Duties and Responsibilities:

Passport Clerk/Administrative Assistant:

- Performs accounts payable and receivables duties.
- Reconciles account balances, inquiries about missing information, and verifies unusual data.
- Uses accounting software and spreadsheets to compile and extract data.
- Reviews, codes and verifies transactions.
- Performs passport clerk tasks as needed.

Utility Billing:

- Performs all administrative duties associated with water and wastewater utility billing.
- Establishes routes for meter monitoring and accurately reads and records water readings.
- Creates and mails water utility bills for residents.
- Inputs data associated with the finance department and prepares purchase orders.
- Disperses credit card statements and collects approved statements for recording purposes.
- Receives incoming payments from customers, counts money, and prepares receipts.
- Makes cash bank deposits and electronic check deposits.
- Accepts payments and processes cash receipts.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Research techniques, methods and procedures.
- Microsoft Office Word, Excel, PowerPoint, Outlook, general accounting software, spreadsheet applications, Google Apps and the Internet.

Skills:

- *Design* - Generates creative solutions; Demonstrates attention to detail.
- *Problem Solving* - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- *Customer Service* - Manages difficult or emotional customer situations; Meets commitments and showcases compassion toward customers and Town staff.
- *Interpersonal* - Maintains confidentiality; must have strong emotional intelligence with a friendly and welcoming demeanor.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- *Written Communication* - Writes clearly and informatively; Varies writing style to meet needs; Able to read and interpret written information.
- *Team Work* - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Recognizes accomplishments of other team members.
- *Leadership* - Exhibits confidence in self and others; Effectively influences actions and opinions of others; Inspires respect and trust.
- *Ethics* - Treats people with respect; Works with integrity and ethically; Upholds organizational values.
- *Adaptability* - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- *Innovation* - Displays original thinking and creativity; Meets challenges with resourcefulness; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- *Judgment* - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
- *Professionalism* - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

Ability To:

- Organize and coordinate clerical tasks assigned to them.
- Analyze, interpret and report research findings.
- Establish and maintain effective working relationships with employees, municipal officials and the public.
- Write professional correspondence and follow written and oral instructions.
- Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Operate standard office equipment including a personal computer using program applications applicable to the job.

EDUCATION/EXPERIENCE:

Education or Formal Training:

High school diploma or equivalent. Two years of experience in one of the following, clerical/administrative assistance, code enforcement, construction, permitting process, planning and development; or equivalent combination of education and experience.

Certificates and Licenses:

Valid Colorado's Driver's License.

Code Specialist Certification, Permit Technician Certification or ability to obtain one of these certifications within a year of employment.

Work Environment:

General office environment but may require visits to locations outside of Town Hall. Noise level in the work environment is usually moderate. The employee may occasionally lift and/or move up to 25 pounds. While performing the duties of this Job, the employee is regularly required to sit.

SALARY RANGE:

\$51,697 - \$65,804 plus benefits package

APPLY ONLINE:
TOWNOFBENNETT.COLORADO.GOV