TOWN OF BENNETT RECRUITMENT

Permit Technician

The Organization

The Town of Bennett is looking to hire a Permit Technician. We are looking for a self-motivated individual to support executive staff and help maintain the Town's collective workspace. Come join an amazing team where you can pioneer your ideas and bring innovation and creativity to a growing rural community on Colorado's Eastern Plains.

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. In addition, 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 tackle issues, 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, short and 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 Colorado Retirement Association. The Town matches 3% to the employee's 3% contribution.

Healthcare: Medical, Vision, Dental and life insurance are provided through Colorado Employer Benefit Trust. The Town pays 100% of the employee coverage and 80% of employee's covered dependents.

Medical: Employees may choose to enroll in one of three medical plan options including, Kaiser Permanente HMO-40, UMR EPO4 or UMR EPO3. All medical plan options have a broad network of doctors, hospitals and other health providers.

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 the vision plan can take advantage of benefits that include an annual eye exam and contacts or glasses coverage. Coverage is through VSP.

Insurance: The Town of Bennett provides basic life insurance coverage up to $200,000 for employees who are regularly scheduled to work 30 or more hours per week. The Town also pays 100% of the premium for short and long-term disability insurance.

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. Part of the wellness program includes an annual reimbursement amount for race costs and monthly activities.

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

Paid Time Off: Regular full-time employees are eligible for vacation, sick and floating holiday leave.

Holidays: The Town of Bennett observes 12 paid holidays per year: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after, Christmas day and one 8-hour floating holiday.

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 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 various building, electrical and plumbing permits.
- Interacts directly with project sponsors, permit expediters, 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 prepare 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.
- Supports the Planning and Zoning Commission and ensures all tasks associated with that commission, including meeting agendas, are completed.

Backup Duties and Responsibilities:

Accounting Clerk:
- 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.

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.

General Qualifications and Competencies:

Demonstration of general adopted Town competencies.

Language Ability:
Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. The position will require the individual to demonstrate the writing skills necessary to write reports, correspondence and procedure manuals. Ability to effectively present information and respond to questions from management, clients, customers, and the general public.

Math Ability:
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:
The position will require the individual to demonstrate a proficiency in the knowledge and use of Microsoft Office Word, Excel, PowerPoint, general accounting software, Google Apps and the Internet. Ability to use standard office equipment, computer equipment and software including word processing, data base management, spreadsheet applications and electronic mail.

Work Environment:
The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:
The employee must occasionally lift and/or move up to 40 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or equivalent; two years of experience in code enforcement, construction, permitting process, planning & development; or equivalent combination of education and experience.

Code Specialist Certification
Permit Technician Certification

Hiring Range:

$44,677 - $62,057 plus benefits package.

APPLY ONLINE:
TOWNOFBENNETT.COLORADO.GOV