

Date Posted: 6/20/16
Applications accepted until: 7/5/16
Department: Community Development Services
Job Title: CDS Technical Coordinator
Hours/Rate: \$16.50-\$19.25/hour DOQ; 36 hours/week
Elbert County is an Equal Opportunity Employer
If interested, please submit application and resume to:
Elbert County Government
215 Comanche St., PO Box 7, Kiowa, Colorado 80117
Or email: dianna.hiatt@elbertcounty-co.gov
For more information, please call 303-621-3150



CDS TECHNICAL COORDINATOR

Department: Community & Development Services Salary: \$2,574-\$3,003/month
Approved: June 2016 FLSA: Non-exempt

SUMMARY DESCRIPTION

This position requires a high level of problem solving ability as well as initiative, ability and willingness to work a majority of the time without direct supervision. Persons in this position use independent discretion and judgment within established organization policies and procedures.

Building: Receives, logs and distributes building plans for plan checking; checks and reviews permit applications and supporting documents for proper form, sufficiency of information and conformance with legal standards; issues permits as authorized; provides routine and technical information related to the issuance of building permits; provides technical information regarding routine building code requirements and ordinances; assists the public in completing applications and other required forms; tracks permit applications received as they proceed through inter-departmental processes; supports building official/inspector scheduling inspections, placing follow up calls; performs other duties as required.

Planning: Serves as liaison and technical support between applicants and planners; ensures applications are properly cataloged both physically and digitally using the department's database software; reviews applications for completeness and calculating/collection of relevant fees; provides information to the public related to all elements of County regulations

ESSENTIAL DUTIES AND RESPONSIBILITIES

(The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.)

- Receives and reviews building applications from customers; assess scope of project and relevant permit requirements; educate customers regarding necessary permits and general code compliance of proposed projects
- Verifies that projects have obtained all necessary approvals; verifies professional and contractor licensing
- Calculates and verifies valuations and fees; accepts payments; issues permits as authorized
- Maintains records and prepare reports as required
- Assists in completing permit applications by explaining building permit requirements; assists and advises the general public in matters relating to building requirements and status of submitted projects
- Tracks plan check applications from submission until approval; routes plan check to appropriate personnel

- Calculates impact fees for commercial, industrial and other locations
- Logs inspection requests and prepares field files for daily inspection for building inspections
- Prepares certificates of occupancy as required
- Assists building inspector in coordinating inspection requests; performs clerical duties for building inspectors
- Answers phone and greets walk-in traffic
- Provides information at front counter, by telephone and through email correspondence in response to relatively routine questions regarding building ordinances and codes, building permit application process and procedures as well as planning related questions and applications; when inquiries are complex, use resources available to find the correct information and conduct follow up communications
- Directs the public to various County departments for information necessary to process applications
- Disseminates information related to parcel zoning and land use regulations by phone, email and in person
- Maintains and manages an inventory of forms, applications and office supplies
- Assists the public in completing building permit applications and other necessary forms and provides guidance through the process
- Reviews building permit applications for completeness and confirms that all sign offs have been completed
- Prepares all application files, maintains both hard copy and digital filing systems
- Helps maintain a wide variety of records
- Issues over-the-counter permits where professional evaluation is not required.
- Determines and collects fees for permits and other review and regulatory services
- Provides information and answers questions for the public regarding departmental policies and procedures pertaining to permits
- Performs related duties as required.
- Attends a number of evening meetings
- Serves as record keeper and secretary to the Planning Commission and Board of Adjustment

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- High School Diploma or GED equivalent and three years office experience with extensive public contact preferable in the construction or building industry as well as proficient technical skills
- Two years of related college may substitute for one year of experience
- The ability to operate efficiently with technology, myriad software applications, office equipment and report generation
- Ability to transcribe from digital recordings and operate related technology
- Ability to maintain confidentiality in an office setting
- Exemplary customer service and written and oral communication skills even under demanding circumstances
- Quick-thinking, flexible in a changing environment and good problem solving skills
- Diplomacy, accuracy, attention to detail and ability to take and follow direction
- Ability to multitask and switch gears quickly without becoming inefficient
- Must be highly adaptable to a fast paced environment with a broad spectrum of application types

NECESSARY KNOWLEDGE, SKILLS & ABILITIES

Personal computer, including Windows, Microsoft and inspection/permitting database software, motor vehicle, portable radio, phone, copy and fax machine

PHYSICAL REQUIREMENTS OF JOB

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Lifting:	1 lb. minimum/40 lbs. maximum
Carrying:	1 lb. minimum/40 lbs. maximum
Push/Pull:	1 lb. minimum/40 lbs. maximum
Driving:	Occasionally
Balancing:	Frequently
Bending/Stooping:	Frequently
Twisting:	Frequently
Squat/Crouching:	Frequently
Kneeling:	Frequently
Crawling:	Occasionally
Climbing Stairs:	Frequently
Climbing Ladders:	Rarely
Reaching at Shoulder Level:	Frequently
Reaching Below Shoulder Level:	Frequently
Reaching Above Shoulder Level:	Frequently
Standing/Walking:	Frequently

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office environment. The noise level in the work environment is usually quiet in the office.

WORK SCHEDULE

Monday – Thursday: 7:30 a.m. – 5:00 p.m.

Estimated 1-4 night meetings a month at 2-4 hours each