

**TOWN OF GRANBY**

**Board of Trustees**

MEETING DATE: JULY 14, 2020

- Consent Agenda**
- Resolution or Ordinance**
- Citizen Requests**
- Public Hearing**
- Committee/Staff Reports:**
- TOWN CLERK**
- FINANCE DIRECTOR**
- BUILDINGS AND STREETS**
- ECONOMIC DEVELOPMENT**
- PUBLIC SAFETY**
- RECREATION**
- WATER DEPARTMENTS**
- MAYOR**
- TOWN MANAGER**
- TOWN ATTORNEY**
- Other**
- Executive Session**
- Workshop**

TIME OF AGENDA ITEM: 9:00 PM

**Agenda Request No. 15**

**MEETING TO BE HELD AT:  
Town Hall, Zero Jasper Avenue  
Granby, CO 80446**

**(15) DISCUSSION ITEM - PLANNING AND BUILDING TECHNICIAN HIRE  
9:00 PM**



## Job Description

Position Title: Planning & Building Technician Reports to: Town Clerk / Planning Coordinator

Date: 07/15/2020 Department: Administration

### General Purpose

Perform technical duties and responsibilities in support of the Town's Planning and Building Departments; provide public assistance in planning related matters; provide technical and clerical support to planning staff; process and issue permits; answer questions from the public and help Town employees with questions that may arise; use independent judgement under general supervision; and perform a variety of duties relative to assigned areas of responsibility. Assist Town Clerk/Planning Coordinator with projects and assigned tasks. Oversee Building Department permits and use tax. Assist with front desk duties on an as needed basis.

### Essential Duties/Responsibilities / Planning

Respond to questions and provide information to the public over the phone and at the counter; communicate procedures and regulations including those for land use applications and zoning codes; research information for customers as required.

Process, coordinate or assist with review of zoning requests, development proposals and applications; ensure compliance with submittal requirements; direct submittal packet to appropriate staff or route to other departments and contracted entities as required.

Process and issue sign permits.

Process and track new, and renewals, for conditional use permits and temporary use permits.

Process subdivision plats for compliance before Planning Commission and Town Board approval; address new plats; coordinate with developers on new street and subdivision names; maintain a list of street and address numbers and names to prevent duplication; update addresses as needed.

Provide technical support to staff; assist with documentation for projects and presentations; prepare maps, visual display materials, and other graphics in support of planning activities as needed.

Research, collect, compile, and summarize technical, statistical, and demographic data.

Establish and maintain manual files and use Laserfiche to maintain computerized files, records and databases for use by department staff.

Prepare reports and studies as directed; provide technical support in determining social, economic, population, and land use data and trends; prepare written reports on various planning matters.

Ensure timely and accurate preparation and delivery of public and legal notices to Town Clerk, property owners, and others as required and directed; required to produce, post and retrieve public

notice signs.

Process reports and public hearing documents for review agencies, Town staff, Planning Commission, Board of Zoning Adjustment, and Town Board.

Suggest revisions to Town Code.

Perform a variety of general clerical duties including scanning of documents in support of the Planning Department.

### **Essential Duties/Responsibilities / Building**

Assist with Building Department permit questions.

Check ownership of property using County Assessor Records and Town Utility Records.

Check for correct address with Town Utility Records and County Assessor Records. Correct addresses as needed.

Review building permits for zoning and setback compliance.

Review and sign off on use tax calculations.

Review inspection card for completeness and sign off for certificate of occupancy.

Balance monthly Building Department's building permit report with Assistant Finance Director's Use Tax report.

Scan building permits into Xcel spreadsheet and into Laserfiche.

Track building permits for destruction using the adopted Records Retention Schedule.

Other duties may be assigned as needed.

### **Job Qualifications**

#### **Knowledge, Skills and Ability:**

##### **Knowledge of:**

Operations, services and activities of a community planning and development program.

Basic report writing, research methods and data compilation techniques and practices.

Principles of record keeping.

Rules and regulations governing the issuance of permits and applications.

Modern office methods, practices, procedures including computer equipment and supporting word processing, graphics, and spread sheet applications.

Methods and techniques of preparing maps and related visual graphics.

Customer services techniques and procedures.

Mathematical skills.

Pertinent Federal, State and Local codes, laws and regulations.

##### **Ability to:**

Work independently and exercise good judgement.

Perform technical duties in support of the Planning Department.

Review and route planning applications and requests.

Learn, understand, interpret, and explain pertinent laws, codes, ordinances, and regulations related to

the growth plan and zoning.  
Establish, maintain and update records, logs and files.  
Compile and analyze technical and statistical information.  
Prepare clear and concise technical reports.  
Read and record maps and plats.  
Respond effectively to inquiries and request for service.  
Operate modern office equipment including computer equipment and supporting word processing, graphics and spreadsheet applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education or Formal Training and/or Experience**

High school diploma or G.E.D.  
Three years experience in planning, zoning technical support, government office setting, related field or equivalent experience. Other combinations of experience and education that meet the minimum requirements may be substituted.  
Possession of/or ability to obtain an appropriate, valid Colorado driver's license.

**Working Environment and Physical Activities:**

Ability to sit continuously at a computer terminal or receptionist station for periods of two hours.  
Ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.  
Ability to reach into file drawers in standard four-drawer filing cabinets.  
Hearing ability sufficient to hold a conversation with other individuals in both person and over a telephone.  
Speaking ability sufficient to communicate effectively with other individuals in person or over a telephone.  
Ability to multi-task.

**Note:** *This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*