

# **JOB DESCRIPTION**

## **Town of Castle Valley Building Permit Agent Job Description**

1. Live in Castle Valley.
2. Have phone and answering machine/voice mail to take calls from Castle Valley property owners.
3. Be available on a regular basis to advise and meet with property owners.
4. Return calls within 24 hours Monday through Friday.
5. Be willing to accommodate out-of-town owners on weekends.
6. When out of town for more than a weekend, direct all inquires to Planning Commission Chair – and notify Planning Commission Chair one week in advance.
7. Know the Castle Valley Zoning Ordinance and other applicable ordinances.
8. Administrative duties include: providing information and answering questions, processing building permits, temporary building permits, electrical permits, keeping a log of all calls and meetings, updating card file, sending written responses to inquiries when necessary, write monthly updates for the Planning Commission, maintain record of payments.
9. Consult with Planning Commission regarding “questionable” applications.
10. Report to Planning Commission at their monthly meeting.
11. Administer the rules and regulations of the Zoning Ordinance and administer the building permit process.

Supervisor is the Planning Commission Chair.

Compensation: \$16.00/hour.

Position will remain open until filled.