



Brighton Fire Rescue District

500 S. 4th Avenue, 3rd Floor • Brighton, Colorado 80601
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The Brighton Fire Rescue District is seeking an Permit Tech / Administrative Assistant to join our team. We are a diverse fire family that aligns with our Mission, Vision, and Values. Our team members are highly trained professionals who exist to positively impact those we serve through professional service. Our vision is to be a visionary Fire Department where our people are valued, supported, and empowered to be servant leaders. Our team is proud to serve our community and live our values: Community, Integrity, Courage, Pride, and Compassion.

What we offer:

The Brighton Fire Rescue District supports our employees with a wide range of attractive benefits that supports all our team members' different needs. Employees are eligible for benefits the first of the month after hire. Our generous medical plan (Kaiser and UnitedHealth Care options) includes a fully funded Health Reimbursement account that pays 50% of your or your family's out-of-pocket deductible and co-insurance expense. Plus, dental and vision. The district pays 100% of employee-only enrollments. You also receive District provided life insurance, disability, and Employee Assistance Programs. Plus, more voluntary benefits to choose from that best fit your lifestyle. The district also participates in the Fire Police and Pension Association (FPPA). All this, plus a positive and supportive fire family that believes in supporting the community.

Ideal candidate has a strong background as a Permit Tech and willing to provide overall Administrative support to the office, as needed and as workload allows. And, has an overall positive attitude, thrives in a team environment, and takes the initiative to find solutions. As a smaller organization, the more you are willing to learn and grow, the more opportunities you will have. The Permit Tech/Administrative Assistant is a non-exempt position with a salary range of \$45,000 - \$60,000, depending on experience and skills.

Summary of Responsibilities:

- Serve as first point of contact for visitors and inquiries to the District's Fire Prevention Division.
- Answer questions about open burn regulations, process permits, and notify appropriate entities of the intent to burn in the district.
- Support the Fire Prevention Division in the capacity of permitting, impact fees, and records requests.
- Provide technical assistance and information to the public regarding fire permit processes, codes, development standards and relevant ordinances as needed.
- Review and accept fire construction permit applications to ensure completeness and accuracy.
- Updates and maintains records in permit tracking software.
- Assist with all incoming phone calls in a polite and professional manner and accurately direct calls to the appropriate District Members;
- Welcome visitors and direct them to appropriate District Members.
- Assist with scheduling and coordinating all logistics for special meetings and events, including but not limited to awards meetings, special dinners, family events, and holiday parties. Logistics may include reserving location/room(s), catering, invitations, award plaques and gifts, and other items as needed.
- Assist with securing conference rooms or community rooms for various meetings as requested. Communicate and solve any scheduling issues as appropriate. Work with City of Brighton on room reservations. Ensure Community Room reservations, invoices and payments are tracked and received for public reservations.

- Assist with other administrative assignments and projects for multiple chief staff in support of the on-going operations and divisions of the District including, but not limited to, Operations, EMS and Training as back up.

What you need to be Successful:

- Ability and desire to maintain a high level of confidentiality in all District matters including those related to HIPAA and other confidential matters.
- Initiative and teamwork. As a smaller organization, we all wear multiple hats, we support others, and we go above and beyond to support our community.
- Have positive and professional working relationships with District members, the Fire Chief, the Board, the public, the business community, and other governmental agencies.
- Exercise and demonstrate innovation, independent judgment, and decision making within assigned areas of responsibility.

Mandatory Qualifications and Certifications

- High School diploma or GED and three (3) years of progressively responsible administrative assistant experience
- Minimum 3 plus year's experience in permitting. Must have knowledge of fire, building, sprinkler, and alarm codes.
- ICC Permit Tech certification preferred, or ability to obtain after hire.
- Demonstrated knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Microsoft Teams, Zoom and Adobe Acrobat Pro.
- Ability to work independently and schedule and prioritize multiple projects while effectively managing time.
- Ability to read, write, speak, and understand the English language at a level adequate to perform the duties of the position.
- Experience working with highly confidential material.
- Ability to learn City/departmental software programs
- Possess (or obtain within 30 days of employment) and maintain a valid State of Colorado driver's license with a satisfactory driving record.

Desired Qualifications

- Previous permit tech experience, preferrable with a fire department.
- Three (3) years of progressively responsible administrative assistant experience.
- Fire Department and/or Fire Prevention experience.

Please submit your resume, cover letter and the employment application to jobs@brightonfire.org. The employment application can be found at [https://brightonfire.org/join-our-team/ - positions](https://brightonfire.org/join-our-team/-positions).