

Job Description

Position: Production and Permit Coordinator

Department: Residential

Reports to: Production Manager

FLSA Classification: Non Exempt

Date: 10/11/23

Job Summary

Leads production coordination processes between office and field including permitting, scheduling support and plan distribution management. The ideal candidate is tech savvy, highly organized and thrives in a fast-paced and collaborative work environment.

Essential Duties & Responsibilities

- Manage data collection and submittals of permit applications in all jurisdictions
- Strategize and respond to issues that arise within permitting process
- Order utilities and water meters as instructed by Construction Manager
- Coordinates release of permits and construction documents to field
- Provide input and support to managers and field personnel as to process coordination
- Manages the timely distribution and version control of all on site construction documents

Supporting Duties & Responsibilities

- Develops strong, trusting working relationships with jurisdictions personnel

Supervisory Duties & Responsibilities

- None required

Job Requirements

Education Bachelor's Degree

Experience

- Strong working knowledge of office/field communication
- Permitting experience is a plus
- Knowledge of BuildPro is a plus, but not required
- Jurisdiction background knowledge preferred

Special Skills Self-motivated, strong analytical skills, practiced in customer service, strong time management and organizational skills.

[Type here]

Physical Requirements

Active office, ability to access files, product samples and walk construction sites

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities. The duties and responsibilities of the jobholder might differ from those outlined in this job description and those other duties, as assigned, might be part of the job.

[Type here]