



## Permit Coordinator

Commstructure is seeking a Permit Coordinator for work in the Communications Infrastructure Design Industry. Knowledge of local permitting and utility agencies is preferred with experience in contacting new agencies outside the area to establish standards and specifications. Successful candidate must have a good working knowledge of Utility Maps; Construction Drawings; Survey Data; GPS/GIS Data; National Electric Safety Code (NESC); Right-of-Way Permit Applications; Joint Use Permitting and general technical knowledge of utility construction and Civil Engineering principles.

Responsibilities will include assisting Communications Outside Plant (OSP) field staff and designers with preparing routine permit applications for both private and public agencies. Responsibilities may include some or all of the following:

- ❖ Review and identify all right of way ownership and permit requirements for new projects
- ❖ Prepare and submit transmittals and permit applications to City, County, State and Federal Agencies
- ❖ Oversee our internal processes of joint-use pole permitting including data entry, tracking, work order assignments and project close-out functions
- ❖ Administer the National Joint Utility Notification System (NJUNS) portal
- ❖ Create, Track and Update all permits utilizing internal project and permit tracking databases
- ❖ Utility coordination responsibilities will be in accordance with standard industry practices including representing clients to 3rd party agencies and contractors, attending meetings, reviewing plans, and assisting with developing project scope

## Requirements

Associates Degree or Technical School Accreditation; six months to one year related experience and/or training; or equivalent combination of education and experience. Previous experience with an Engineering Consulting firm is preferred.

Knowledge and proficiency working in Microsoft Office software is mandatory including Word, Excel and Outlook.

Excellent Oral and Written communication and documentation skills are essential to this position. Successful candidate will be interacting, negotiating and coordinating with City, County, State and Federal Agencies on a daily basis.

Position is Full Time consisting of primarily office work. Occasional travel for meetings with permit agencies, field investigations and project site meetings may be required. Valid driver's license and ability to provide own transportation in performing job duties is also required.

Please send a resume and cover letter in response to this advertisement to [newcareer@commstructureconsulting.com](mailto:newcareer@commstructureconsulting.com) and include a summary of relative project experience with at least three professional references to contact. Serious inquiries only - Experience and capability is a must!

We provide a full benefit package, and promote teamwork in a supportive, creative and fun environment. Salary is commensurate with experience.

*Commstructure Consulting LLC is an Equal Opportunity Employer*

Planning | Design | Implementation

811 Railroad Avenue | Oregon City, OR 97045 | (503) 343-4134

[www.commstructureconsulting.com](http://www.commstructureconsulting.com)