

Position: Engineering Administrative Assistant/Permit Specialist

Reports to: Engineering Manager

Summary:

The Engineering Administrative Assistant/Permit Specialist is primarily responsible for the coordination and obtaining of building construction permits. This position also performs basic administrative assistant duties for the Engineering Department. The scope of duties will also include additional tasks from the Project Manager Coordinator and the Production Supervisor.

Responsibilities:

- Review various forms, applications and plans for completeness prior to submitting to insure specified requirements have been met.
- Provide administrative assistance related to permit requirements, processing, policies, and procedures.
- Interpret permitting requirements and other information applicable to various agencies.
- Be responsible for various permits including mechanical, plumbing, electrical, refrigeration, gas piping, boiler & pressure vessel, and subject-to-field-inspection (STFI).
- Monitor numerous jobs in progress at the same time. Must be organized and detail oriented meeting deadlines and requests.
- Be responsible for assigning engineering design project numbers.
- Schedule meetings as required for the Engineering, Project Management, and Production Managers and take meeting minutes as required.
- Perform document control tasks such as printing, downloading and filing as requested.
- Take charge of the Lunch and Learn Education Process.
- Manage and update both the electronic and physical engineering libraries.
- Create/update templates and edit documents as needed.
- Performs additional tasks as assigned.

Education & Experience:

- Proficient in Microsoft Office 2010 Products, i.e. Word, Excel, PowerPoint and Outlook are a requirement.
- High School diploma or equivalent.
- Able to work independently with minimum supervision or in a team atmosphere.
- Able to adapt to multiple and varied responsibilities.
- Strong organizational and analytical skills.
- Able to consistently set goals and meet deadlines and adapt to flexible responsibilities.
- Able to effectively interact with customers, technicians, sales, office and field personnel.
- Strong verbal, written, analytical, persuasion and interpersonal skills.
- A working knowledge of SharePoint, Adobe Acrobat, and Bluebeam Revu software would be considered an advantage.
- Experience with the building construction trades is a plus but not a requirement.

Physical Demands:

- Able to participate in job walk-throughs which include climbing ladders, squatting and other similar physical demands in a wide variety of weather conditions.

- Able to see, hear well (either naturally or with correction) and speak clearly.
- Also includes: sitting, standing and bending; repetitive motions of hands and wrists due to frequent computer use.
- A clean driving record along with dependable transportation to deliver and pick up permits. Mileage for business purposes will be reimbursed.

Additional Information

- Type: Full-Time
- Experience: Entry Level
- Compensation: Hourly

