



Permitting Specialist

Coastal Engineering Company is seeking a Permitting Specialist to provide permitting support to project managers and perform other administrative duties as needed. The permitting support primarily will be provided for local and state wetlands, wastewater, and land use filings associated with our clients' development/redevelopment projects.

Job duties and responsibilities include:

1. Providing permitting support for Project Managers including drafting, submitting and processing permit applications and correspondence; researching abutters; making plan copies, maintaining files, and entering and maintaining project information in our company database.
2. Tracking and coordinating filing deadlines and meeting dates, as they relate to the permitting process. Coordinating and following up on permitting issues between project managers, clients, and regulatory agencies.
3. Maintaining reference files with current regulatory information, including resource materials, permitting requirements, and regulatory changes.
4. Providing backup support for other administrative personnel including a wide variety of word processing applications, telephone support, incoming mail processing, and other administrative tasks, as needed.
5. Other duties, as appropriate.

Qualifications: A minimum of two (2) years of land use permitting experience is required. Must be detail-oriented, and have strong administrative and computer skills. The ability to work under pressure on multiple projects simultaneously, prioritize, and communicate and interact effectively with other staff, clients, and the public, both orally and in writing, is essential. Must have valid driver's license.

EOE. Please mail, fax, or email cover letter and resume to:

Coastal Engineering Company, Inc.

Attention: Suzanne Sullivan

260 Cranberry Highway

Orleans, MA 02653

Fax: 508-255-6700

Email: ssullivan@CoastalEngineeringCompany.com