



**SEFNCO Communications is currently recruiting for a  
Permit Coordinator for our Portland, OR facility!**

Operating from multiple locations, SEFNCO Communications has the ability to provide single source engineering, construction, and management solutions that meet the growing needs of phone, broadband, cable and cellular companies throughout the Western United States. Our expertise has positioned us to support local, State, and Federal agencies, including military installations. It is the same fundamentals that founded the company that drive the company today. SEFNCO Communications is committed to providing the highest level of quality service to our customers and the communities we live in.

**Job Purpose:**

The Permit Coordinator role is responsible for preparing permit submittal packages as well as coordinating their submittal & retrieval at a variety of local jurisdictions. This role needs to be proficient in the rules and regulations surrounding permitting of buildings, street projects and all aspects of the "As Build" process as related to SEFNCO projects requiring permits. Permit coordinator will interact with jurisdictional employees and work to resolve any redline issues as well as communicate any upcoming requirement change.

**Primary Duties:**

- Verify that all permits are obtained, issues are identified and managed; that each permit is closed out according to plan.
- Use AutoCAD to prepare submittal packages as well as traffic control plans in accordance with jurisdictional requirements.
- Computer design for related project as related to permitting for explanation of permit needs
- Maintain logical file structure for these projects and all their phases and archiving
- Research as to project permitting needs and allocating risks.
- Interface with City and County agencies related to permitting
- Onsite/ Offsite review of permit needs and conditions
- Responsible for permit postings, updates and retrievals according to City and County code
- Constant review of City and County permitting policies
- Interpret field survey information, as it related to permitting deliverables.
- Be able to communicate to jurisdictions, supervisors and engineering team members to resolve any red line issues.

**Secondary Duties:**

- General office support skills – Microsoft Word, Excel, Outlook, etc. network and print services
- Map and Plan review, understanding and translation as needed
- Onsite support for review of permitting requirements and restrictions
- Any other duties as assigned

**Desired Knowledge, Skills, and Abilities:**

- Valid US Driver's license
- Clean driving record
- Lift and carry up to 70 lbs.
- Ability to read and understand maps, blue prints and diagrams for project build process
- Professional appearance & interaction
- Strong computer skills.
- Proficient with Microsoft Office products - Outlook, Excel, Word, Etc.
- Knowledge of State, City, County, Dot and utility permitting requirements and submission.
- Can interface with customers on/off site as required
- Effective multitasker, (ability to manage multiple projects at one time)
- Practical and conceptual thinking as related to project descriptions and needs
- Excellent verbal, written, and interpersonal skills
- Ability to work in a fast paced high volume work environment
- Ability to be on-call, as needed
- Dependable, flexibility to work weekends and holidays, as needed
- Work independently under minimal supervision
- 1+ years of previous design or permitting experience
- High school diploma or equivalent is required, college degree preferred

**Benefits:**

- Competitive wage
- Medical
- Prescription
- Vision
- Dental
- 401(k)
- Paid Time Off (PTO)
- Holidays
- Life Insurance/AD&D

To apply, send resumes via [careers@sefnco.com](mailto:careers@sefnco.com) RE: Permit Coordinator\_Portland

Pre-employment drug screen and criminal background check required.

SEFNCO participates in E-Verify and E-Screen.