



JOB DESCRIPTION

Permit Coordinator

McStain Neighborhoods is a local, privately owned and award-winning homebuilder and developer that has a passion for creating sustainable neighborhoods and homes that enrich the lives of our customers. We are driven by our Why, excellence, and our commitment to make a difference in the world. We are seeking an aligned Permit Coordinator to work directly with our operations and purchasing teams to complete all required permitting activities to meet our growing even-flow production needs. This position requires attention to detail, an ability to analyze documents across various disciplines and strong communication and reporting skills.

Job Duties and Reporting Responsibilities:

- Establish and maintain all lot and home databases and document files.
- Responsible for timely lot releases and monitoring and communicating monotony restrictions and compliance.
- Communicate with sales, purchasing and construction departments to ensure accuracy of permit packages inclusive of all options.
- Communicate and procure lot specific permitting documents (i.e. plot plans and foundation plans).
- Assemble and submit jurisdictional building permit and master plan applications.
- Develop, maintain and distribute listing of all related impact and building permit fees.
- Track and obtain all required permits to meet even-flow production needs.
- Request and manage lot specific related services necessary for permit submittals (i.e. soils borings and dry utility connections).
- Update, maintain and distribute production, design, permit status and other critical company reports.
- Support purchasing and construction departments in the analysis of lot specific and non-standard option requests.

Experience and Core Competencies:

- Associate's Degree or equivalent from a two-year college, or equivalent combination of education and experience.
- Minimum of 1 year of permitting experience required.
- Experience in residential home building.
- Experience managing outside design consultants.
- Strong organizational skills and ability to meet growing production volume.
- Excellent oral and written communication skills.
- Must be able to read blue prints and civil grading plot plans.
- Detail-oriented team player.
- Must be proficient with Microsoft Office Suite – Build Topia knowledge a plus.



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Personal Attributes and Interpersonal Skills:

- Exceptional cultural alignment and fit within a small-business environment that highly values open collaboration and transparency with multiple team members.
- High energy level, results oriented, comfortable performing multiple projects and routine activities with a strong work ethic.
- Strong analytical and organizational skills.
- Ability to maintain focus on big picture while demonstrating keen attention to detail.
- Strong decisive problem solver.
- Exhibits confidence and superior written, oral and visual communication skills.
- Team player emphasizing participative working style, advocating teamwork, and demonstrating enthusiasm and commitment to company vision and mission.
- Highly motivated and driven, self-starter and self-learner, proactively bringing strong initiative.
- Well-developed interpersonal skills and ability to participate effectively in group meetings.
- Ability to establish credibility and be decisive in support of the company's goals.

McStain Neighborhoods offers a competitive salary, progressive work environment and exceptional employee benefits package.

Qualified Candidates must apply for this position through our Culture Index portal via the following URL: <https://www.cindexinc.com/c/726BA1>

You will take a brief 5-minute personality assessment and have the ability to upload your resume. Please make sure you select the Permit Coordinator Active Job prior to completing your submission. This position will close at the end of business on October 31, 2018 with a hiring date goal of mid-November or as agreed to.