



ENVIRONMENTAL PERMITTING SPECIALIST

Coastal Engineering Co., Inc. is seeking an Environmental Permitting Specialist to provide administrative and environmental permitting support for project managers and other staff.

Job duties include:

- Provide environmental permitting support for Project Managers including draft, submit, and process permit applications and correspondence, research abutters, regulations, etc. as needed, produce plan copies, maintain files. Enter and maintain information in database.
- Administrative support services to track and coordinate deadlines, meetings, and on-site meetings as they relate to the permitting process. Coordinate and follow up on permitting between project managers, clients, and regulatory agencies.
- Oversee the reference files on regulatory changes, permitting requirements, and resource materials. Keep current with regulatory information.
- Meet with regulatory agencies and attend public meetings as appropriate.
- Other duties as appropriate.

Qualifications:

- Degree in Environmental Science or equivalent education with a minimum of three years of progressively more responsible experience.
- Must be detail-oriented, have excellent interpersonal and organizational skills, ability to prioritize and work under multiple deadlines, as well as excellent computer skills.
- Ability to communicate and interact effectively with other staff, clients, and the public, both orally and in writing.
- Valid driver's license.

Coastal Engineering Co., Inc. has offices in Orleans, Sandwich, and Nantucket, all just a few miles from beautiful Cape Cod beaches. Recreational and cultural opportunities abound. The company offers an attractive benefits package including health, dental, disability, and life insurance, 401K, and a generous holiday and paid time off package. EOE.

Contact:

Please e-mail your resume to Suzanne Sullivan at ssullivan@coastalengineeringcompany.com