



**POSITION DESCRIPTION**

**Permitting Agent**

<b>Reports To:</b>	Engineering Manager		
<b>Directly Supervises:</b>	0		
<b>Division</b>	<b>Department</b>	<b>Grade Classification</b>	<b>Survey Group</b>
Operations	Engineering	02	Professional and Administrative
<b>POSITION SUMMARY:</b>	Responsible for providing permitting for projects for the construction and operation of the Cooperative's electric and telecommunication facilities.		
<b>RESPONSIBILITIES AND DUTIES:</b>	<ul style="list-style-type: none"> <li>• Prepare and complete permits through state, federal and local agencies for the development of Cooperative facilities.</li> <li>• Prepare Environmental Reports for the development of the Cooperative's facilities utilizing a working knowledge of Rural Utilities Service Environmental Studies process.</li> <li>• Present reports to boards and committees in public meetings as required.</li> <li>• Develop and implement improvements to department documentation and record keeping policies and procedures.</li> <li>• Understand and interpret engineering plans, maps, surveys and legal documents.</li> <li>• Prepare written documents with clearly organized thoughts.</li> <li>• Communicate clearly and concisely conveying information and effectively listening and responding to others.</li> <li>• Prepare and update system drawings, specifications, profiles, wiring schematics and diagrams.</li> <li>• May assist department and support staff with other duties as assigned.</li> </ul>		
<b>KNOWLEDGE, SKILLS &amp; ABILITIES:</b>	<b>CORE COMPETENCIES</b>		
	<ul style="list-style-type: none"> <li>• <b>JOB KNOWLEDGE:</b> Integrates business, organizational and industry knowledge to one's own job performance.</li> <li>• <b>PERSONAL EFFECTIVENESS:</b> Demonstrates a professional presence and a commitment to effective job performance.</li> <li>• <b>INTERACTIONS WITH OTHERS:</b> Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.</li> <li>• <b>PROBLEM-SOLVING:</b> Exercises good judgment to make well-informed decisions and to develop and implement effective solutions.</li> </ul>		

	<ul style="list-style-type: none"> <li>• <b>SAFETY COMPLIANCE:</b> Demonstrates safe work practices and commitment to keeping themselves and others safe.</li> </ul>		
	<b>ROLE-SPECIFIC COMPETENCIES</b>		
	<ul style="list-style-type: none"> <li>• <b>PROJECT MANAGEMENT:</b> Demonstrates knowledge of the steps required in starting, organizing, planning, and managing a project.</li> <li>• <b>INFORMATION ADMINISTRATION:</b> Effectively compiles, organizes, analyzes, stores and retrieves printed and electronic information.</li> <li>• <b>ATTENTION TO DETAIL:</b> Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.</li> </ul>		
<b>EDUCATION, EXPERIENCE, CERTIFICATION &amp; LICENSURE:</b>	<ul style="list-style-type: none"> <li>• Associate degree in business management, engineering technology or related field and two years relevant experience.</li> <li>• Proficient in using MS Office products and computer technology.</li> <li>• Excellent written and oral communications skills.</li> <li>• Valid driver's license.</li> </ul>		
<b>RESIDENCY REQUIREMENT:</b>	No		
<b>PHYSICAL DEMANDS, WORK ENVIRONMENTS AND TRAVEL:</b>	<ul style="list-style-type: none"> <li>• Work environment is generally a climate-controlled office with adequate lighting and low noise levels.</li> <li>• Occasionally works outdoors in an environment with variable weather, lighting, noise, terrain, etc.</li> <li>• Requirements include continuous sitting, occasional standing, walking, stooping/bending, climbing stairs, and kneeling.</li> <li>• Frequently lifts 10 pounds and occasionally up to 25 pounds, reaching occasionally both overhead and below shoulder level.</li> <li>• Requires finger dexterity, and effective communication and interaction skills, including speaking, hearing and vision capabilities.</li> <li>• Occasional travel and overnight stays may be required.</li> </ul>		
<b>ACCEPTED BY EMPLOYEE:</b>		<b>DATE:</b>	
<b>APPROVED BY MANAGER:</b>		<b>DATE:</b>	