

**Orren Pickell Design Group, LLC**  
**Job Description**  
**PERMIT COORDINATOR/ESTIMATING ASSISTANT**

**Job Title:** Permit Coordinator/Estimating Assistant  
**Division:** Orren Pickell Design Group, LLC  
**Reports To:** Jim Wood  
**FLSA Status:** Nonexempt  
**Prepared By:** Rachel Silverstein & Carolynn Kody  
**Prepared Date:** March 13, 2019  
**Approved By:** Jim Wood, Jenn Koeune & Lisa Pickell  
**Approved Date:** 03/22/2019

**SUMMARY OF POSITION:**

A Permit Coordinator/Estimating Assistant is responsible for administrative work performed for the Estimating Department for Orren Pickell Building Group. The position supports the Estimating Department with obtaining permits, bidding process, and general administrative duties. The work of compiling and maintaining information and records may be of confidential nature. The assistant should be able to work with minimal supervision or direction; able to solve problems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Estimating Assistant Duties
  - Enter specifications, distribute for review, and makes corrections or changes as needed
  - Assist in gathering documents for bidding (i.e. plan specifications, engineering drawings, plans, cabinet drawings etc.), reviews for completeness and adds to Dropbox
  - Aid in the creation of bid list based on project scope
  - Distribute site invitations and bid requests to subcontractors and vendors
  - Prepare necessary documentation for site visit invitees
  - Collect and monitor bids received checking for accuracy and completeness
  - Answer any questions subcontractors or vendors may have regarding bids, and direct higher-level questions to estimator
  - Follow-up on missing bids via email or phone prior to due date
  - Print bids and compile bid book for budget finalization
  - General master bid list maintenance
  - Maintain current subcontractors and vendors Master Subcontractor Agreements, Certificates of Insurance, licenses, and job specific bonds
  - New subcontractor and vendor set-up
  - Request Master Subcontractor Agreements for new subcontractors and vendors via e-signature program

- Permit Coordinator Duties
  - Gather information from municipalities as to what is required for permit
  - Assemble documents from architecture or subcontractors for permit submittal (house plans, engineering plans, HVAC calculations, electrical device counts, plumbing fixture counts, etc.)
  - Collect subcontractor information for permit application submittal (licenses, bonds, Certificates of Insurance, etc.)
  - Prepare building permit applications, collect and organize required documentation, submit to village/municipality
  - Complete check requests for permit application fees
  - Monitor permit progress weekly/bi-weekly (as necessary) to acquire permit in a timely fashion
  - Review outstanding bonds to be collected
  - Obtain and maintain database of zoning and building permit information/requirements from area towns and villages
  - Assist superintendents with information or materials needed for project management

#### **GENERAL ADMIN/RECEPTIONIST DUTIES:**

- Manage maintenance and repairs of office equipment
- Organize and maintain client files
- Assist in maintenance of photo database via website
- Utilize Microsoft Word and Excel to type letters, memos and reports
- Provide telephone support for staff; respond to questions or direct inquiries to the appropriate staff
- Schedule and confirm meetings as needed
- Coordinate Lunch-and-Learns internally and with outside vendors
- Administration of incoming and outgoing mail
- Maintain inventory of sales materials, organize stored materials, order new materials or supplies as necessary and/or as directed
- Attend company open house events and provide hosting assistance (could include evening and weekend hours)
- Miscellaneous errands for office provisions and stock showroom with beverages

#### **QUALIFICATIONS:**

A Permit Coordinator/Estimating Assistant must be able to work independently and have the drive to serve the department well and in a timely fashion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Proficient at Microsoft Word and Excel
- Software knowledge preferred but not required: Lotus Notes and Sage/Timberline
- Considerable knowledge of office equipment
- Typing skill in excess of 50 words per minute
- Detail oriented and well organized
- Able to understand and follow oral or written instructions and carry them out with minimal supervision
- Capable of maintaining harmonious working relationships with fellow employees, subcontractors and clients

**EDUCATION and/or EXPERIENCE:**

High school graduate or equivalent  
Minimum 2 years' experience as administrative assistant  
Construction or architectural knowledge is desirable

**LANGUAGE SKILLS:**

Strong knowledge of English (spelling, punctuation, grammar, format and tone) and of office practices and procedures.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license is required  
Current & valid automobile insurance and coverage  
Clean driving record and possession of reliable vehicle

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone
- Specific vision abilities required by this job include close vision requirements due to computer work
- Ability to lift and manipulate objects of up to 50lbs for 50 feet is required

**WORK ENVIRONMENT:**

Office and showroom environment  
When attending site meetings, protective clothing and shoes are required

**COMPENSATION:**

Commensurate with experience