PERMIT COORDINATOR

Position Overview: As a Permit Coordinator at KPost, a leading residential roofing company in Texas, you will be responsible for managing all aspects of the permit acquisition process to ensure compliance with local regulations and timely project execution. Your role will involve coordinating with municipal authorities, communicating effectively with internal teams, and maintaining accurate records of permits and approvals.

Key Responsibilities:

1. Permit Acquisition:
	* Research and understand the specific permit requirements for roofing projects in various Texas municipalities.
	* Prepare and submit permit applications accurately and in a timely manner, including all required documentation and fees.
	* Monitor the progress of permit applications, follow up with authorities as needed, and expedite approvals to minimize project delays.
2. Communication and Collaboration:
	* Act as the primary point of contact for communication with city officials, inspectors, and other relevant stakeholders regarding permit applications and approvals.
	* Collaborate closely with project managers, contractors, and field personnel to gather necessary information and address any permit-related issues or concerns.
	* Facilitate coordination of site inspections and ensure compliance with all regulatory standards and building codes.
3. Compliance Management:
	* Maintain comprehensive records of all permits, approvals, and related documentation for each roofing project, ensuring accuracy and completeness.
	* Stay updated on changes to local building codes, zoning regulations, and permit requirements, and ensure KPost's compliance with all applicable regulations.
	* Work closely with the legal and compliance team to address any regulatory challenges or issues that may arise during the permit process.
4. Problem Solving and Resolution:
	* Identify potential obstacles or delays in the permit approval process and proactively implement solutions to keep projects on schedule.
	* Resolve any discrepancies or issues with permit applications, zoning restrictions, or code compliance requirements efficiently and effectively.
	* Provide guidance and support to project teams regarding permit-related matters, offering creative solutions to overcome challenges and ensure project success.
5. Process Improvement:
	* Evaluate and optimize the permit application and approval process to enhance efficiency and streamline operations.
	* Implement best practices and standardized procedures for permit coordination and documentation management, ensuring consistency across projects.
	* Seek feedback from stakeholders and actively contribute to continuous improvement initiatives aimed at enhancing the overall effectiveness of the permit coordination process at KPost.

Qualifications:

* Bachelor's degree in a related field or equivalent relevant experience.
* Previous experience in permit coordination within the construction or roofing industry, with a strong understanding of Texas building codes and permit requirements.
* Excellent communication skills, both written and verbal, with the ability to effectively interact with diverse stakeholders.
* Detail-oriented approach with a focus on accuracy and compliance.
* Strong problem-solving abilities and the capacity to work under pressure to meet deadlines.
* Proficiency in Microsoft Office Suite and familiarity with permit tracking software.
* Ability to work independently as well as collaboratively within a dynamic team environment.

Join KPost's dedicated team and contribute to our commitment to excellence in residential roofing projects through efficient permit coordination and compliance management. If you are a proactive and results-driven individual with a passion for ensuring regulatory compliance and project success, we invite you to apply for this exciting opportunity.