



906 Anastasia Blvd, Ste A
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Permit Technician

The Permit Technician position is tasked with keeping active projects running smoothly. This includes the coordination of submittals, sub consultants and processes; task management, deadline awareness as well as support/assistance to the production team. Effective communication skills, working with a team, the ability to multitask and the desire to finish projects are competencies required to do this job effectively, with the core being the ability to know where each project lies in the continuum of submittals from the time a client has signed a contract with Gulfstream Design Group until the scope of work is completed. This vital role is key to the success of any engineering project. Each project follows similar critical milestones, however, all projects vary. Tasks may include but are not limited to the following:

Agency Comment Response Management:

- Being aware of meeting & comments from various agencies
- Tracking comment response by production team
- Communicating task with client/Project Manager

Request for Proposal (R.F.P)/Request for Additional Information(R.A.I.) Process with Sub Consultants

- Prepare and message R.F.P. to sub consultants based on scope of work
- Manage RFP process including tracking, communicating and posting to FTP site
- Follow up regarding bid award
- Maintain current list of sub consultants
- Identify, when directed, new sub consultants

Task Management:

- Assist production staff with Meeting Notes/Memos
- Agency Submittal Prep/Organization
- Submittal Delivery Coordination and Communication to client and Internal Accounting

Meeting Preparation Existing Projects

- Weekly reminders sent to production staff regarding agendas needed for following week
- Weekly check for any agency meetings
- Weekly emails to clients regarding agency meetings

Gulfstream Design Group, LLC is a full service Civil Engineering firm specializing in land development consulting, design and permitting. Matt Lahti, P.E. LEED AP, a resident in Northeast Florida since 1987, has been providing professional consulting services across Florida since 2005 and founded Gulfstream in 2013. Gulfstream maintains a fully staffed office in St. Augustine, FL and remains committed to providing budget friendly designs enabling sustainable growth for the future. Please send resume, salary requirements and references to: matt@gulfstreamdesign.com.

Position: F/T Hours: Mon-Fri, 7:30am-5:30pm