

JOIN OUR TEAM

WE'RE HIRING!

All West Communications employees believe that the power of communication can break barriers. Our employees enjoy the efficiency and team environment of a smaller, more adaptable, privately owned company. We are looking for a full-time Permit Manager, with a telecommunications emphasis. The successful candidate will be motivated, enthusiastic, and detail oriented.

This position will support the organization by providing leadership, guidance, and oversight to the Permit Supervisor and Permit Coordinators; assisting with training and development; ensuring the timely acquisition of permits required for outside plant installations; and maintaining the accuracy and integrity of outside plant maps and related records.

Responsibilities

- Manage the entire permit application process, including preparing documentation, submitting permits, and tracking approval statuses.
- Coordinate with construction teams, regulatory agencies, and internal stakeholders to facilitate timely permit submission.
- Maintain comprehensive records of permits, inspections, and compliance activities for audit purposes.
- Act as the point of contact for all permit requests for internal and external customers.
- Prepare detailed reports on permit status, compliance issues, and regulatory reporting requirements for management review.
- Stay current on evolving regulations related to the permitting process to proactively address potential issues.

Other Functions

- Other tasks as assigned

Qualifications

- 5+ years' proven experience in construction permitting.
- 3+ years' experience with people management.
- Excellent reporting skills with the ability to produce clear documentation for regulatory reporting purposes.
- Demonstrated ability to manage multiple permits simultaneously while maintaining attention to detail.
- Familiarity with compliance management systems and software tools used for tracking permits.
- Effective communication skills for liaising with government agencies, contractors, and internal teams.
- Ability to interpret complex regulations and translate them into actionable project procedures.

Ongoing training and safety training will be required by the company.

Work Environment

Works in an office environment and may require occasional bending, carrying, lifting up to 40 lbs. independently. May squat, twist, turn, and require frequent use of manual dexterity and visualization of computer equipment. Will make frequent use of general office equipment, computers, and phone systems. Ability to see clearly and perceive and identify colors accurately at 20 inches or less.

Occasional travel required. May be required to work hours outside of standard work schedule. Occasional overtime required.

All West is a drug free workplace, conducting pre-employment and random drug testing. Benefits include medical, dental, short-term disability, life insurance, AD&D, 401k with company match, PTO, paid holidays, and more!

As an Equal Opportunity Employer, it is our policy to provide and promote equal employment opportunity to all employees and applicants in accordance with local, state and federal laws and regulations governing personnel activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, veteran status, national origin, sexual orientation or gender identity. In that same vein, All West Communications administers all employment practices in a nondiscriminatory manner.