



## Commercial – Residential Real Estate Development Project Manager

### Job Description

Supervise, coordinate, and manage the permit and plan application process for commercial development projects. Responsibilities include applying for permits with the respective jurisdictions, compiling, updating, and maintaining due diligence reports, scheduling project permits, and acting as a liaison for jurisdictional comments and responses. Prepare reports and tracking the progress of projects. Help navigate land use entitlements including rezoning, variances, site plan approvals, conditional use permits, PUDs, etc.

### Title

Associate Engineer/Civil Designer

### Education and Experience

- Three (3) years minimum in project management/real estate
- BS Degree from ABET accredited College/University

### Specific Duties and Responsibilities

- Secure Construction Documents (CDs) from engineering staff, architect, MEP, and material vendors to facilitate the permit application process.
- Process Applications with exhibits and appropriate fees to the appropriate review Board or Agency.
- Review CDs for completeness, correct revision dates and check CD packages for accuracy. Prepare and submit applications to various agencies/boards having jurisdiction over required permits and/or approvals.
- Obtain all required approvals, or comments for permits and act as liaison between Civilogistix “the company” and each jurisdiction to ensure a timely and efficient flow of information.
- Work with Office Manager to prepare check requests and process invoice payment documentation.
- Submit, distribute, and file paperwork and enter information into the company database for various applications, permits, design review, CDs, comments, revisions, and amendments.
- Maintain all company files relating to scheduling including site plan applications, approvals, and permits.
- Cultivate and maintain a close relationship with the jurisdictional staff and reviewers and communicate on the status of permits and ensure they are processed in a timely manner.
- Produce and maintain schedules for all community meetings, review boards, and required planning meetings, live or virtual, and coordinate with jurisdictions from approval to final stages of permitting process. Prepare and maintain project tracking and production status reports and schedules.
- Coordinate (and may attend) meetings, appointments, etc., with architect, surveyors, geotechnical engineers, clients, and various stakeholders.
- Monitor and create reports, correspondence and narratives utilizing spreadsheets and Word documents to record and track projects from start to finish.
- Prepare Community Meeting notifications and invitations. Perform all other similar duties as assigned.

### ADDITIONAL JOB REQUIREMENTS:

- Experience with commercial and residential development and permitting.
- Technical construction project management experience preferred.
- Must be able to read and understand construction documents (“blueprints”) and plotted plans.
- Strong problem-solving skills; detail-oriented team player; comfortable working in a fast-paced environment with heavy volume.
- Be a proactive thinker who can anticipate needs rather than having to react to crisis. Ability to meet reporting deadlines consistently without excuse.
- Self-starter with the ability to achieve objectives with minimal supervision. Ability to communicate effectively and concisely both verbally and in writing.
- Advanced computer proficiency, particularly with Microsoft Office, Adobe, video conferencing software.
- Valid Driver’s License with good driving record.
- Follow directions from a supervisor, not afraid to ask for clarity on instructions.

- Interact well with co-workers. Understand and follow posted work rules and procedures.
- Accept constructive feedback on both individual and team improvement.

**Status**

Full-Time

**Location**

Roswell, GA

**Compensation**

Compensation is commensurate with experience and motivated designers have the opportunity for salary increases. Health coverage and Simple IRA benefits are included.

Send cover letter and resume to [office@civilogistix.com](mailto:office@civilogistix.com) to be considered for this position.