

Sabine River Authority of Texas

Toledo Bend Division

Branch: Operations

Job Title: Permitting Specialist

Duties and Responsibilities

Report directly to the assistant division manager.

Provide administrative and technical support for the Toledo Bend Division's permit administration, field supervision, and project inspection activities.

Administration support duties include:

- FERC permitting and encroachment compliance
- Private limited use permits
- Subdivision limited use permits
- Commercial limited use permits
- Construction applications, construction approvals, and final inspections
- Permit area boundary issues
- Hazard tree inspections
- Shoreline rip-rap requests
- On-site sewer facility applications

Technical support duties include providing assistance in directing the GIS mapping and information technology at the division level. Responsible for initial compilation and continued maintenance of vital mapping information and monitoring both efforts in the field and in the office. Imagery and mapping will include:

- Toledo Bend Project Boundary
- Reconveyances
- Subdivision plats
- Permit boundary lines
- Permit reference numbers
- Easements – roads, pipelines, utilities
- Surface use agreements
- Encroachments

Assist in public relations activities and additional division administrative duties as needed.

Requirements in Education, Qualifications & Experience

Prefer Bachelor degree from a four-year accredited college or a two year Associate degree with related work experience

Minimum 3 years' experience in a responsible career position utilizing applicants' skills and knowledge with emphasis on business, management, communications, engineering, GIS, surveying, and information technology.

High proficiency in the use of computers and tablet applications including Microsoft business software programs. Experience with ArcGIS and AutoCAD software is beneficial.

Have the ability to effectively communicate and relate to the public and demonstrate a positive attitude at all times.

General training or experience in surveying, GIS mapping and construction is beneficial.

Experience in 1) On-site sewer facility licensing & permitting; 2) water treatment plant operation and permitting; and 3) wastewater treatment plant operation and permitting, or the ability to become a licensed operator is beneficial.

Hold a valid State of Texas driver's license and be insurable under the Authority's automobile insurance policy.

For consideration please mail or email an application from our website and resume to:

W. R. (Bill) Hughes, Jr., P.E.
Regional Operations Manager – Lower Basin
Sabine River Authority of Texas
P.O. Box 579
Orange, Texas 77631-0579
bhughes@sratx.org