

GENESEE COUNTY ROAD COMMISSION

Administrative Offices



JOB POSTING OPEN TO THE PUBLIC

PERMITS SUPERVISOR

Genesee County Road Commission (GCRC), Flint, Michigan, seeks a Permits Supervisor to facilitate all Permits Department activities. By delegation from the Director of Engineering, this individual will implement a program for the review, approval, issuance, and inspection of all roadway permit work within the GCRC right-of-way, supervise employees performing work related to such permits, and assign work to be performed by such directly-reporting employees. This individual will provide professional technical engineering support and serve as the Permits Department Supervisor. The job involves confidentiality, credibility, sound judgment, and accuracy.

Candidates must have knowledge, ability, and skill in the principles and practices of excellent customer service, as practiced in both the private and public sectors. This position is under the direction of the Director of Engineering.

This position requires a Bachelor's degree in civil engineering and three (3) years of experience with emphasis in plan review, construction inspection, and construction methods, or an Associate degree in civil engineering (or equivalent) and eight (8) years of experience with emphasis in plan review, construction inspection, and construction methods. Knowledge of computer software emphasizing Microsoft Office applications and OxCart Permit Systems is desirable. Must possess a High School Diploma / GED and a valid Michigan Driver's License.

The salary range is \$72,987 - \$76,525, with a comprehensive benefits package including, but not limited to, medical/dental/vision insurance, life insurance, paid holidays and vacation, pension, and deferred compensation. Please email resumes to sbreed@gcrc.org or mail them to Sonia Breed, at the Genesee County Road Commission, 211 W. Oakley Street, Flint, Michigan 48503. GCRC will accept resumes until position is filled. EOE
