

**Permitting Specialist – Forestry** assists senior permitting staff in all aspects of various permitting projects, while remaining aligned with strategy, commitments and goals of Reagan Smith.

## **Qualifications**

- Entry-level position
- Bachelor's degree in Forestry or related field with forestry experience preferred.
- Proficient with Microsoft Office Suite (Teams, Outlook, Excel, SharePoint, etc.) and other web-based platforms (Trello, Zoom, etc.)
- Ability to multitask while maintaining high attention to detail and accuracy in a high-paced, dynamic environment.
- Excellent analytical problem-solving capabilities; ability to exercise independent judgment in methods, techniques and evaluation criteria for obtaining results.
- Excellent organizational skills.
- High level of integrity and discretion in handling confidential information and professionalism in dealing with people inside and outside the company.
- Thoughtful decision-making, problem resolution and creative thinking skills a must.
- Ability to work a minimum of 40 hours per week
- Ability to conduct fieldwork, which can comprise moderate to high physical demand.
- Availability for overnight travel
- Must possess a valid driver's license

## **Time and availability requirements**

- 40 to 55 hours per week – varies based on workload and season
- Check email/voicemail and respond while in the field, nights and weekends

## **Job duties and responsibilities**

- Assist Project Manager with a variety of duties
- Interact with surveyors, landowners, agency personnel and clients to discuss project details, gain access and schedule field work.
- Assist with Forestry surveys and inventories
- Assist with threatened and endangered species surveys
- Assist with migratory bird and raptor surveys
- Assist with Wetland Delineations
- Assist with Habitat Assessments
- Assist with Archaeological Surveys
- Report writing – Biological Evaluations, Environmental Assessments, Endangered Species Surveys, Due Diligence, Phase 1, Applications for Permit to Drill
- Define tasks and required resources
- Create project timelines and schedules
- Attend Industry meetings and represent Reagan Smith
- Coordinate projects with various departments within Reagan Smith
- Track deliverables
- Monitor and report on project progress to senior management

## **Competencies**

- Outgoing
- Positive
- Excellent Technical writing skills
- Self-starter

- Quick-learner
- Critical thinking and problem solving
- Team Player
- Resourceful
- Conflict resolution
- Adaptability

## **Benefits**

- Health Insurance with up to \$200 per month allowance after 2 years of employment
- \$35,000 Life Insurance Policy
- Reagan Smith clothing & PPE provided
- Field clothing and gear allowance
- Flex schedule
- Maternity/Paternity paid leave
- Fun corporate culture
- Paid training and networking experiences
- Career growth potential