

Title: <b>Broadband Utility Coordinator</b>	Effective Date: June 14, 2025	Grade: 16	Job Category: Professional
Prior Title: Transitioned from func. to appropriated title	Prior Effective Date:	Grade:	Page: 1 of 2

### ***CHARACTERISTICS OF WORK***

This position, directed by the Section Head, is responsible for coordinating broadband planning, implementation, and deployment activities across the Arkansas Department of Transportation (ARDOT). The position also provides assistance to utility companies in problem-solving, liaison, and consultation to ensure that utility coordination is carried out in accordance with Department policies and procedures within the right of way and for construction projects. The coordinator will work with internal and external stakeholders to assess broadband needs, develop strategies for improving broadband access, and oversee the implementation of broadband infrastructure projects.

### ***EXAMPLES OF WORK***

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Assist the Section Head in coordinating the activities of a staff of professional, technical and clerical personnel.
- Assist the Section Head in coordination of activities in association with the Mobile Now Act and the Department’s Broadband Utility processes.
- Work with the Arkansas State Broadband Office and other state agencies to align ARDOT broadband initiatives with statewide efforts.
- Work with internal and external stakeholders to identify broadband needs and develop solutions to address them.
- Assist in interoffice administrative procedures and the preparation of necessary paperwork regarding work activities.
- Review and recommend approval of utility agreements and pay estimates in accordance with federal and state requirements.
- Assist, train and advise Utility Coordinators in completing their job assignments related to complex utility adjustments.
- Under the direction of the Section Head, issue permits to companies and individuals requesting to place their utility facilities on Department right of way.
- Oversee the necessary preparation of reports and certifications required by federal and state laws and regulations.
- Function as the Section Head in his/her absence.

### ***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a bachelor’s degree from an accredited college or university in construction management, engineering, business or related field OR the educational equivalent to a diploma from an accredited high school plus four years of experience related to highway utility coordination. Extensive experience in complex utility relocation agreements, detailed cost estimates, utility adjustment plans, statewide ARDOT Utility permitting process, alternative-delivery processes, innerworkings of Broadband facilities, management, and implementation of those facilities, and coordinating the activities of a staff of technical and clerical personnel.

Title: <b>Broadband Utility Coordinator</b>	Effective Date: June 14, 2025	Grade: 16	Job Category: Professional
Prior Title: Transitioned from func. to appropriated title	Prior Effective Date:	Grade:	Page: 2 of 2

Knowledge, skills and abilities: Thorough knowledge of federal and state laws and regulations related to permitting and the relocation of utility facilities for highway construction projects. Effective leadership and communication skills and the ability to multi-task. Ability to train others.

Physical requirements: Ability to traverse rugged terrain including, but not limited to, steep hills, creeks and streams, swamps, brush and timber covered property, fences, etc.

Working conditions: Statewide travel including overnight travel, as necessary.

Licenses, registrations and certifications: Valid driver’s license.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**