Title:	Effective Date:	Grade:	Job Category:
Utilities Coordinator	January 24, 2019	12	Technician
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Utility Coordinator I, II	June 24, 2017	10, 13	1 of 1

CHARACTERISTICS OF WORK

Under direct supervision, this position is responsible for coordinating with utility owners for the relocation and adjustment of all utility facilities required to clear the right of way for highway construction and reconstruction 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.

- Use preliminary construction plans and information obtained from survey field notes to conduct a field inspection to determine the utility owners and the extent of their involvement.
- Prepare reports and provide utility cost estimates.
- Prepare letters to each utility owner transmitting a set of highway construction plans showing the utility facility involvement and indicating the part of the facility that must be adjusted.
- Work with the utility owner's engineers and/or construction personnel in determining the best possible adjustments for the project.
- Analyze the utility owner's cost estimate and plans for compatibility with the project at the most feasible and economical cost.
- Prepare contractual documents for processing through the proper channels between the Department and the utility owner providing for the necessary adjustments and reimbursement, when applicable.
- After the utility work has been completed, check and process the owner's bill for reimbursement, in accordance with the contractual arrangements.
- Attend and assist in meetings between utility owners and the Department to resolve utility highway conflicts and ensure adjustments are completed in a timely manner.

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 a related field OR the educational equivalent to a diploma from an accredited high school and four years' experience related to highway or utility construction. Experience preparing cost estimates and reviewing job costs preferred.

Knowledge, skills and abilities: Ability to read and interpret highway construction and utility adjustment plans, interpret federal and state laws and regulations, and identify conflicts and propose alternatives. Knowledge of CADD, Microsoft Word and Excel. Effective oral and written communication skills.

Physical requirements: Physical ability to traverse rugged terrain.

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.)