

Title: Utilities Inspection Coordinator	Effective Date: June 14, 2025	Grade: 15	Job Category: Professional
Prior Title: Transitioned from func. to appropriated title	Prior Effective Date:	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the Utilities Section Head, this position is responsible for the monitoring of utility relocations and placement to ensure conflict with proposed highway construction is avoided and adherence to the plans and specifications as approved in the utility relocation proposal/permit is assured.

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.

- Assure without immediate direct supervision the effective and complete adherence to approved plans and specifications to result in correct utility relocations and timely construction of projects.
- Coordinate with Resident Engineers and Inspectors to assure adherence to the ARDOT Utility Accommodation rules.
- Maintain records to ensure proper reimbursement payments are made in accordance with Department policies.
- Analyze, plan, and recommend needed changes so that utility relocations will be correctly constructed and avoid conflict with proposed highway construction.
- Uses authority to stop utility relocation efforts on-site as needed to avoid conflict with proposed highway construction.
- Assist in the preparation of final utility reimbursement payments.
- Maintain professional human relations with utility companies, utility contractors, and the public to facilitate cooperation and coordination of the project.
- Employee is required to frequently drive a Department vehicle to various locations within the state.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Comprehensive experience in inspection of highway/utility construction or similar experience. Experience overseeing and/or leading others.

Knowledge, skills and abilities: Comprehensive knowledge of surveying, engineering, construction plans and utility relocation work. Ability to interpret and apply construction project documentation procedures and administrative policies. Effective leadership and communication skills. Working knowledge of Microsoft Word, Excel, and Outlook software, and the use of Microsoft Windows operating system. Working knowledge of SiteManager software. Attention to detail. Ability to perform mathematical calculations including addition, subtraction, multiplication, division, the use of fractions and decimals, calculation of areas, volumes, rates, grades, slopes and basic survey calculations.

Physical requirements: Ability to traverse rugged terrain, climb up and down hills and grades as well as in and out of vehicles.

Working conditions: Frequent statewide travel (Frequent statewide travel' for this position means overnight travel six times per month depending on project locations). Must be able to perform assigned duties in all types of weather as well as other work conditions, e.g. noise, dust, fumes, etc.

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.)