

Title: Senior Utilities Coordinator	Effective Date: May 11, 2012	Grade: XIV	Job Category: Professional
Prior Title: Senior Utilities Coordinator	Prior Effective Date: November 1, 2010	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for assisting the Section Head in making contractual arrangements with utility companies to place or adjust utilities within the right of way and for construction 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 State Highway and Transportation Department is an "at will" employer.

- Oversee and assist Utility Coordinator I and IIs in completing their job duties.
- Assist in making arrangements between utilities and the Department as they relate to construction projects.
- Issue permits to companies and individuals who want to place utilities on right of way.
- Disperse plans and control measures to ensure coordination of project location and construction.
- Make utility gross cost estimates for alternate highway route studies.
- Coordinate with Resident Engineers and utility companies to complete utility adjustments in a timely manner.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in construction management, engineering, business or a related field and four years experience related to highway or utility construction; or the educational equivalent to a diploma from an accredited high school and eight years experience related to highway or utility construction. Ability to read and interpret complex highway construction and utility adjustment plans, identify conflicts and propose alternatives. Excellent knowledge of CADD, MicroStation, Microsoft Word and Excel. Excellent organizational, analytical and oral and written communication skills. Experience preparing complex agreements and detailed cost estimates and reviewing job costs. Good knowledge of Federal and State laws and regulations related to the relocation of utility facilities for highway construction projects. Physical ability to traverse rugged terrain. Valid driver's license and statewide travel required.

("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.

