

Title: Utility Coordinator I	Effective Date: May 11, 2012	Grade: X	Job Category: Technician
Prior Title: Utility Coordinator I	Prior Effective Date: November 1, 2010	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Section Head, this position is responsible for coordinating with the utility owners for the relocation and adjustment of all utility facilities required to clear the highway right of way for new 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 State Highway and Transportation Department 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 that 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 providing for the necessary adjustments and reimbursement, when applicable.
- After the utility work has been completed, check and process the owner's bill for reimbursements in accordance with the contractual arrangements.

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; or the educational equivalent to a diploma from an accredited high school and two years experience in highway or utility construction. Ability to read and interpret highway construction and utility adjustment plans and identify conflicts. Working knowledge of CADD, Microsoft Word and Excel. Good oral and written communication skills and ability to multi-task. Experience in cost estimating preferred. Physical ability to traverse rugged terrain. Valid driver's license and statewide travel.

("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.)