

Title: Utility Coordinator II	Effective Date: May 11, 2012	Grade: XIII	Job Category: Technician
Prior Title: Utility Coordinator II	Prior Effective Date: November 1, 2010	Grade: XIII	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 right of way for more complex 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 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

The educational equivalent to a bachelor's degree from an accredited college or university in construction management, engineering, business or a related field and two years experience related to highway or utility construction; or the educational equivalent to a diploma from an accredited high school and six 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. Good knowledge of CADD, MicroStation, Microsoft Word and Excel. Excellent multi-tasking, oral and written communication skills. Experience preparing cost estimates and reviewing job costs. Familiarity with 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.)

