

Title: Lead Utilities Coordinator	Effective Date: June 19, 2021	Grade: XIV	Job Category: Professional
Prior Title: Senior Utilities Coordinator	Prior Effective Date: March 27, 2014	Grade: XIV	Page: 1 of 2

CHARACTERISTICS OF WORK

This position is responsible for assisting the Section Head and Utilities Specialist 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 Department of Transportation is an "at will" employer.

- Train and provide direct assistance to Utility Coordinators.
- Assist in making arrangements between utilities and the Department as they relate to construction projects.
- Perform preliminary review of utility agreements, change orders and pay estimates.
- Coordinate complicated projects.
- 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

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 requirements must include utility coordination experience within the Utilities Section of the Right of Way Division. Experience preparing complex agreements and detailed cost estimates and reviewing job costs.

Knowledge, skills and abilities:

Ability to read and interpret complex highway construction and utility adjustment plans, identify conflicts and propose alternatives. Extensive knowledge of CADD, MicroStation, Microsoft Word and Excel. Effective organizational and analytical skills. Effective leadership and communication skills. Good knowledge of Federal and State laws and regulations related to the relocation of utility facilities for highway construction projects.

Physical requirements:

Physical ability to traverse rugged terrain.

Working conditions:

Constant statewide travel.
 (“Constant statewide travel” for this position means overnight travel up to four nights per work week depending on project location.)

Licenses, registrations and certifications:

Valid driver’s license.

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("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.