

Title: Utilities Specialist	Effective Date: June 19, 2021	Grade: XVI	Job Category: Professional
Prior Title: Assistant Section Head	Prior Effective Date: December 28, 2020	Grade: XVI	Page: 1 of 2

CHARACTERISTICS OF WORK

This position is accountable for providing assistance to utility companies in problem solving, liaison, and consultation to ensure that utility coordination is carried out in accordance with Department policies and procedures 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.

- Assist the Section Head in coordinating the activities of a staff of professional, technical and clerical personnel.
- Assist in interoffice administrative procedures and the preparation of necessary paperwork regarding work activities.
- Review and recommend approval of utility agreements and pay estimates in accordance with federal and state requirements.
- Assist, train and advise Utility Coordinators in completing their job assignments related to complex utility adjustments.
- Under the direction of the Section Head, issue permits to companies and individuals requesting to place their utility facilities on Department right of way.
- Oversee the necessary preparation of reports and certifications required by federal and state laws and regulations.
- Function as the Section Head in his/her absence.

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 related field OR the educational equivalent to a diploma from an accredited high school plus four years of experience related to highway utility coordination. Extensive experience in reviewing/recommending approval of complex utility relocation agreements, detailed cost estimates, utility adjustment plans, statewide ARDOT Utility permitting process, alternative-delivery processes, and coordinating the activities of a staff of technical and clerical personnel.

Knowledge, skills and abilities:

Thorough knowledge of federal and state laws and regulations related to permitting and the relocation of utility facilities for highway construction projects. Effective leadership and communication skills and the ability to multi-task. Ability to train others.

Physical requirements:

Ability to traverse rugged terrain including, but not limited to, steep hills, creeks and streams, swamps, brush and timber covered property, fences, etc.

Working conditions:

Statewide travel including overnight travel, as necessary.

Title: Utilities Specialist	Effective Date: June 19, 2021	Grade: XVI	Job Category: Professional
Prior Title: Assistant Section Head	Prior Effective Date: December 28, 2020	Grade: XVI	Page: 2 of 2

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.)

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.