

**Title:** Utility Coordinator

**Exempt Status:** Non-exempt

**Position Status:** Full Time

**Performance Expectations:**

In the performance of their respective tasks and duties all co-workers are expected to conform to the following:

- Exhibit daily Affinis values of trustworthiness, servant leadership, excellence, collaboration and balance.
- Perform quality work within deadlines.
- Interact professionally with co-workers, clients, and colleagues, always striving to find ways to make their lives easier.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other co-workers and organizations.
- Exhibit regular & predictable attendance as this is an essential function of the job.
- Exhibit a higher standard of conduct than merely what is required under the laws prohibiting harassment, discrimination, or retaliation.
- Thrive in a collaborative team environment and able to apply critical thinking to deliver solutions.
- Desire for continued career growth and progression to becoming a CADD Technician II.

**Responsibilities/Duties/Functions/Tasks:**

- Utility coordination during the surveying
  - Requesting field locates
  - Confirming all locates are complete and have been collected by survey crew
  - Requesting utility as-builts
  - Organizing and managing all the data
  - Performing quality control on base map for accuracy of utility locations.
- Handling utility coordination with all utility companies within the project corridor or limits during design
- Contacting utility companies for mapping and facility location information
- Requesting confirmation of facility locations as shown on design base map
- Identifying conflicts between utility facilities and proposed improvements
- Coordinating utility company relocations to assure relocated facilities are not in conflict with one another or with proposed improvements
- Attending and leading utility coordination meetings
- Providing design and plan information (hard copy or electronic) to utilities representatives
- Providing project team and client with a regularly scheduled update on all utility activities from design through construction

**Qualifications, Education & Experience:**

- Four-year degree or AA degree in engineering, construction services or related field with at least two years of design coordination and/or construction observation/administration experience
- Consideration will be given to construction or industry related training and/or past work experience in similar or related industry.
- Experience in utility construction and civil engineering design
- Knowledge of reviewing and reading construction plans and utility plans
- Ability to compute vertical and horizontal points to determine conflicts between existing utility facilities and new construction improvements
- Ability to interact with a variety of utility companies and 3rd-party personnel with respect to locating existing utility facilities, outlining potential conflicts, and coordinating facility relocations
- Ability to assist utility companies in resolving design and relocations conflicts.
- Clear understanding of project schedules and awareness of the importance of maintaining those schedules

- Good verbal, written and interpersonal communication skills
- Ability to prioritize , communicate, and follow up to ensure tasks are completed thoroughly, accurately and timely
- Organization skills, and ability to develop corporate contact system for utility companies
- Self-motivated and self-directed to conduct all utility coordination activities for Affinis and all Affinis projects
- Experience using CAD, Outlook (calendar, e-mail, etc.) and MS Office (Excel, Word, etc.)
- Ability to manage multiple and simultaneous projects

**Work Requirements:**

- Monday through Friday, 8 a.m. – 5 p.m.
- This position could require additional work outside of these hours as necessary to fulfill the requirements of the position.

**Competitive salary and comprehensive benefits. For consideration send resume with salary requirements to [recruiting@affinis.us](mailto:recruiting@affinis.us).**

*Affinis Corp provides equal employment opportunities to all co-workers and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*