

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Utility Coordination Manager

Department:	Transportation
Pay Grade:	514
FLSA Status:	Exempt
Job Code:	T759

JOB SUMMARY

The purpose of this classification is to manage the coordination of utility facilities throughout the pre-construction and construction phases for capital and maintenance projects.

ESSENTIAL JOB FUNCTIONS

- Coordinates with local utilities and consultants to verify existing utility facilities and relocate utility services to facilitate right-of-way and street construction for capital and maintenance projects.
- Reviews construction plans using Bluebeam software to help identify utility conflicts early in the design process.
- Tracks utility submittals and coordinates with the Project Manager and Design Manager.
- Inspects construction sites before, during, and after construction; ensures compliance with City, state, and federal standards; monitors project completion status for utility relocations.
- Attends pre-bid and pre-construction meetings for contractors and the City; holds utility coordination meetings as applicable.
- Reviews applications and issues utility, small cell, and right-of-way encroachment permits for utility relocation and construction work.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors the work environment to ensure the safety of employees and other individuals.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, and regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends, and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing

education activities; attends meetings, conferences, workshops, and training sessions as appropriate.

- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.
- Attends utility meetings to coordinate with other municipalities on future projects happening in their cities.
- Monitors supply inventory levels; ensures adequate materials are available to conduct work activities; initiates requests for new or replacement items.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.
- Operates measuring equipment, personal computer and other general office equipment as necessary to complete essential functions, including word processing, spreadsheet, database, or other system software.
- Assists with the coordination of utility work during emergencies.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires aa High school diploma or Associate's Degree or Bachelor's Degree; three (3) years of experience in transportation, construction, or utility coordination; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia Driver's License, and a satisfactory motor vehicle record (MVR).

Special Requirements:

- Ability to obtain GDOT LAP Certification within one (1) year from date of hire

Knowledge, Skills, and Abilities:

- Knowledge of GDOT's Utility Accommodation Manual and the City's approved amendments
- Knowledge of GDOT Plan Development Process (PDP) and Local Administered Project (LAP) program
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. This includes exercising discretion in determining data classification and referencing such analysis to established recognizing actual or probable interactive effects and relationships.

- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory, and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include the ability to perform mathematical operations with fractions; may include the ability to compute discount, interest, and ratios; may include the ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is light work, which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, electric currents, and traffic hazards.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.