

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Public Works  
Division of Engineering  
Classified, GRADE 11  
40 hour week

### **UTILITIES CONSTRUCTION COORDINATOR**

**GENERAL STATEMENT OF DUTIES:** Performs work coordinating installation and construction of various public utilities and services within the purview of the Public Works Director; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Positions in this class are responsible for the field coordination of street lighting and trash districts as well as specific sewer line installation, maintenance, upgrade and expansion tasks. The incumbent is expected to make professional judgments in accordance with State law, County ordinance or policy, and the guidelines established by the Public Works Director. Reports to the Division Manager or Public Works Director.

**ADA REQUIREMENTS:** This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, kneeling, reaching, pushing, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

**EXAMPLE OF WORK:** (Illustrative only)

Review and inspect infrastructure construction work by developer and/or County contractor for compliance with County standards and/or applicable plans and specifications;  
Coordinate work schedules of project contractors and County engineering technicians;  
Confirm quantities associated with invoices for County project construction;  
Direct testing agency for soil compaction testing during infrastructure construction;  
Assist with preparation of bid documents which contain technical specifications and scopes of work for contract construction and professional services;  
Inform interested persons of requirements for sewer infrastructure and pumping station connections;  
Coordinate with regulatory agencies, general public and other interested persons;  
Work with State Department of Transportation on location of sewer lines;

Assist with Miss Utility locates of sewer infrastructure.  
Address public complaints regarding garbage and street lighting.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Considerable knowledge of practices and principles of utility construction; thorough knowledge of construction plans and specifications in construction of sewer infrastructure projects; good knowledge of the methods and techniques of land and engineering survey methods; good knowledge of construction materials and of approved standards of work site safety; ability to establish and maintain effective relationship with coworkers, supervisors, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

**ACCEPTABLE EXPERIENCE AND EDUCATION:** Associate's or Bachelor's degree from an accredited college or university in engineering or related field and considerable knowledge of utility construction practices with five (5) years experience in an engineering or wastewater treatment environment;; or any combination of experience and training which provides the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Must possess or achieve Level III certification in Underground Utilities – Water & Sewer Lines from the National Institute for Certification in Engineering Technologies (NICET) within 24 months of hire. Possession and retention of valid motor vehicles operator's license issued by the State of Delaware; good driving record required to retain position. All motor vehicle violations shall be reported to supervisor immediately. Designation as Registered Flagger. Must pass testing for substance abuse and criminal background investigation. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

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Employee Acknowledgement

Eff. 10/01/07  
Rev. 07/01/15