

**Title: Utilities Construction Coordinator**  
**Department: Public Works**  
**Division/Office: Engineering Division**



Grade 2119; Hourly position; Category: Classified; Job Code: UCCR; Rev.:07/01/2021

### **General Description**

The purpose of this position is to coordinate the installation and construction of public utilities and services. Responsible for the field coordination of street lighting and trash districts as well as specific sewer line installation, maintenance, upgrade and expansion.

This position works independently, under limited supervision, reporting major activities through periodic meetings.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.*

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules. maintains standards. monitors status of work in progress. inspects completed work assignments. answers questions. gives advice and direction as needed.
- Reviews and inspects infrastructure construction work by developer and/or County contractor for compliance with County standards and/or applicable plans and specifications.
- Coordinates work schedules of project contractors and County engineering technicians.
- Confirms quantities associated with invoices for County project construction.
- Directs testing agency for soil compaction testing during infrastructure construction.
- Assists with preparation of bid documents which contain technical specifications and scopes of work for contract construction and professional services.
- Informs interested persons of requirements for sewer infrastructure and pumping station connections.
- Coordinates with regulatory agencies, public and other interested persons.
- Works with State Department of Transportation on location of sewer lines.
- Assists with Miss Utility locates of sewer infrastructure.
- Address public complaints regarding garbage and street lighting.
- Performs related work as required.

### **Minimum Education and Experience Requirements**

Requires an Associate's degree supplemented by four (4) years of progressively responsible experience in utility repair and/or construction of water and sewer lines or equivalent combination of education, training, and experience.

### **Additional Requirements:**

Basic knowledge of drafting and inspections techniques; knowledge of the operation and functions of a public works operation; ability to prepare reports and maintain records; ability to locate and utilize engineering information and work independently or with minimal supervision to complete engineering technical level assignments; ability to establish and maintain effective working relationship with coworker, supervisors, contractors, and the public; working knowledge

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of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. 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.

**Americans with Disabilities Act 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; 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.

**Special Certifications and License Requirements:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.

**Notices:**

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

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Employee Acknowledgement