

Utility Coordinator – for challenging roadway projects in Houston, TX

Company:	Confidential	Location:	Houston, TX
Status:	Full Time, Employee	Job Category:	Utility Coordinator
Relevant Work Experience:	3+ Years	Career Level:	Staff
Education Level:	Minimum H.S. graduate		

Texas firm established in 1990 and headquartered in Fort Worth has immediate openings for Utility Coordinators with experience in the utilization of TxDOT Utility Accommodation Rules (UAR). Other engineering positions are available in our Austin and Fort Worth offices.

Required qualifications include:

- Minimum 3 years experience in reviewing utility design, construction and installation
- Experience in coordinating and scheduling installation of utilities, including water lines, electrical & telephone distribution systems, gas pipelines, storm sewers, and sanitary sewers
- Knowledge and understanding of TxDOT Utility Accommodation Rules
- Working knowledge of MS Office products, AutoCAD and/or MicroStation
- Excellent written and oral communication skills

Duties and responsibilities include:

- Plan and conduct preliminary design meetings
- Ensure SUE data is incorporated into the design plans
- Prepare standard TxDOT letters and agreements
- Conduct prescribed coordination meetings
- Develop and maintain tracking system to monitor utility milestone completions
- Oversee development of exhibits by utilities to ensure design plan conformance with established guidelines and standards
- Develop utility conflict matrix and ensure that at each phase of design, identified utility conflicts have been either resolved or addressed
- Make suggestions to TxDOT concerning possible alternatives and potential cost savings to utility relocation construction
- Assist TxDOT staff in securing utility information and agreements to facilitate goal of project certification

Compensation:

- Commensurate with experience

- Paid health and life insurance; dental, vision, and disability insurance available