



## Utility Coordinator Job Description

Manuel G. Vera & Associates, Inc. is seeking an experienced Utility Coordinator for our Jupiter, Florida office. This incumbent will provide assistance, technical support, and effective utility coordination for the timely resolution and resolve contract and design conflicts with utilities impacted by projects within the Central and South Florida area for FDOT and surrounding municipalities.

### Responsibilities:

- Project management related activities to include contract administration, monitoring and proactive involvement in the overall project development process
- Perform records research of Utility Agency Owners within the project limits
- Performs field reviews
- Reviews plans to identify potential utility conflicts
- Determine need for Subsurface Utility Engineering (SUE)
- Work with engineer of record to develop utility conflict matrices
- Conduct meetings with project stake holders for conflict resolution
- Develop utility agreements and utility relocation estimates
- Determine responsible agency for utility reimbursement
- Develop and track utility work schedules
- Records management, ability to organize and maintain design and project files
- Providing documented QA/QC at each utility deliverable
- Preparation and submittal of Utility Certification/Clear Packages in adherence to project schedule

### Requirements:

- 4 years of FDOT utility coordination experience.
- Experienced working with FDOT Utility Procedures Manual (UPM)
- Experience working with FDOT Utility Accommodation Manual (UAM)
- Thorough understanding of bridge, roadway and utility construction processes
- Ability to analyze and interpret engineering data.
- Strong communication, organizational skills, and attention to detail
- Basic mathematical fundamentals.
- Prepares and maintains records, files and reports.
- Understanding Subsurface Utility Engineering (SUE)

*Salary Range: \$50-\$80K depending on experience*