



Utility Coordinator Job Description

Manuel G. Vera & Associates, Inc. is seeking an experienced Utility Coordinator for our Central Florida office. This incumbent will provide assistance, technical support, and coordination for utility adjustment efforts to 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
- Attend project meetings, liaison with Florida Department of Transportation (FDOT) and other project stakeholders to explain the utility accommodations, relocation and reimbursement processes, negotiate, answer questions, and to resolve problems.
- Perform legal and technical review analysis of schematics, utility adjustment plans and cost estimates, maps, surveys, field notes, property descriptions, titles and deeds.
- Review agreements, plans, specifications cost estimates and billings submitted by the utility companies.
- Prepares Standard Utility Agreement Assemblies to include all pertinent data and handout materials; prepares report for approval.
- Perform conflict analysis and identification
- Measures, coordinates and calculates payments such as betterment ratios, eligibility percentages, supplements, market value comparisons and relocation costs.
- Monitors the installation, adjustment, relocation or removal of utilities.

Requirements:

- 4+ years of experience with Utility Coordination for FDOT projects required
- Experience with the design, estimating, and relocation of public and private utilities to include electric, telecom, pipelines, etc.
- Perform utility and Right of Way research
- Review utility construction plans and coordinate relocations to meet client schedules
- Familiar with the FDOT Utility Accommodation Manual and FDOT Utility Procedures Manual.
- Familiar with standard procedures relative to utility planning, construction and engineering fundamentals.
- Strong communication, organizational skills, and attention to detail
- Basic mathematical fundamentals.
- Prepares and maintains records, files and reports.

Salary Range: \$50-\$90K depending on experience