

CLASS TITLE: STATE UTILITIES ENGINEERING COORDINATOR (DOT)

Class Code: 02773500

Pay Grade: 41A

EO Code: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to assist in overseeing the administration and operation of the statewide utility coordination program of the Transportation Capital Program; to assist in the necessary relocation or adjustment of public and private utility facilities to accommodate highway improvement projects, including the preparation and execution of real estate land right documents and utility agreements of compensation; to provide general assistance and related support services in unique utility coordination applications; to assist in delivering utilities coordination support within scope, on schedule and to the highest quality; to assist in program coordination activities with other functional units, engineering and financial programs, ensuring overall cohesiveness with other functional staff; and to do other related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a manager with considerable latitude for the exercise of authority, initiative and independent judgment in the formulation of policy and program procedures, with applicable laws, policies, codes, directives, rules and regulations.

SUPERVISION EXERCISED: As assigned to assist in planning, assigning, coordinating, directing and reviewing the work of professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, to assist in overseeing the administration and operation of the statewide utility coordination program of the Transportation Capital Program.

To assist in the necessary relocation or adjustment of public and private utility facilities to accommodate highway improvement projects, including the preparation and execution of real estate land right documents and utility agreements of compensation.

To provide general assistance and related support services in unique utility coordination applications; to assist in delivering utilities coordination support within scope, on schedule and to the highest quality.

To assist in program coordination activities with other functional units, engineering and financial programs, ensuring overall cohesiveness with other functional staff.

To assist a Superior and division staff by coordinating and directing utility companies on all of their activities that impact the capital asset protection management, infrastructure design, construction and preservation programs.

To assist in guiding the project teams to interface closely with other national, regional and local utilities and other public works agencies.

To assist with utility administration and coordination in other sections, by ensuring that all project utility support is carried out in an effective manner.

To coordinate with utility companies to review preliminary design plans, arrange site visits, and administer utility agreements for relocation of conflicting utilities for construction projects.

To assist in drafting and processing all utility agreements, preliminary and force account, for

the state.

To provide assistance to project engineers on utility conflicts encountered during construction.

To participate in statewide joint meetings with local communities, state agencies and area utilities to discuss RIDOT short and long-term capital transportation and construction plans.

As required, to attend pre-advertisement, pre-construction and project meetings to identify and provide input on utility planning and construction issues.

To assist in planning, organizing, and directing the assignments of work to divisional staff; monitors and guides work progress, reviews work plans and specifications, and reviews work for comprehensiveness, completeness, technical accuracy and compliance with standards, codes, policies, laws, rules and regulations, and program directives.

To assist in assigning, overseeing and managing program staff to ensure effective utility management.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of project and utilities management, including: design engineering, construction, land acquisition, and utilities engineering; the ability to resolve problems with utilities and perform detail design work; the ability to coordinate multi-project activities involving a variety of personnel, agencies, consultants and utilities; the ability to coordinate program work activities with other internal functional units and external agencies and organizations; the ability to communicate effectively verbally and in writing; the ability to develop and maintain effective working relationships with federal, state and local officials, subordinates and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with at least a Bachelor's Degree in Civil Engineering or a closely related field; and

Experience: Such as may have been gained through: extensive employment in a highly responsible professional position involving utility engineering applying engineering principles, practices, techniques, and utility management within a private or governmental setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must possess, at least, an Engineer-in-Training (EIT) certificate of registration issued by the Rhode Island State Board of Registration for Professional Engineers.

Class Created: May 14, 2017