

Position: Subsurface Utility Coordinator
Department: Survey
Positions Supervised: None
Reports To: Subsurface Utility Manager

FLSA Status: Non-exempt

Summary

The Subsurface Utility Coordinator will manage multiple SUE efforts for roadway, light rail, and related public works projects, as well as, Project setup, budgeting, scheduling, and billing Monitoring field expenses. They will be responsible for the timely development, review, input, and response on all SUE contract scopes, fees, or proposal requests to include; financial reviews of projects, understanding of multipliers, overhead, profit, overall financial performance of SUE group. The Coordinator will be required to meet Business Development goals and maintain positive client relations, identify and maintain pursuit tracking for SUE project opportunities.

Responsibilities/Duties

- Interact with client staff and receive requests for CI ASCE 38-02 efforts
- Prepare Sunshine 811 Design and Dig Tickets and request as built data from utility providers
- Interpret and organize results of as built data requests
- Estimate cost of CI ASCE 38-02 Levels A & B efforts and assist in preparation of cost proposals
- Schedule field crew activities for CI ASCE 38-02 work – modify schedule as needed
- Compare and QA/QC field work results to available records, interpret differences
- QA/QC CAD work performed as a result of CI ASCE 38-02 work
- Suggest resolutions when initial results are found to be unsatisfactory
- Conduct safety meetings for staff members
- Input on FDOT proposals – lead content provider with answering Q&R for Utility Engineering RFQ s
- Input on all other SUE proposals
- Writing utility agreements
- Review, evaluate, and track existing utility survey, mapping, and utility adjustment practices in compliance with project scope and schedule
- Engage clients and utility companies in identifying, resolving, and relocation cost management for utility coordination items
- Recommendations on staffing needs; timing of adding staffing
- Recommendations on equipment needs; timing of purchasing new equipment
- Training, management, accountability and mentoring of SUE personnel
- Coordination with Survey Team
- QA/QC of all SUE and UC deliverables
- Participation in Leadership Team Meetings

Qualifications and Education Requirements

- Experience with multi-frequency pipe and cable locators, ground penetrating radar, sondes, rodders, and other geophysical equipment helpful but not required
- Experience in operations related to vacuum truck and related equipment helpful but not required
- Field survey experience preferred
- Previous experience with AutoCAD/Microstation preferred, but not required
- 3 years' experience as a SUE Technician desired

- Demonstrate understanding and implementation of CI/ASCE 38-02 Standards, Common Ground Alliance's best Practices and Florida State Statute 556
- Ability in preparation of Sunshine 811 Design and Dig Tickets
- Ability to request and receive as built type records from a variety of utility providers
- Ability to assist in the preparation of cost proposals including cost estimating
- Ability to schedule field work and anticipate when changes may become necessary
- Ability to work productively with a variety of third party entities and ensure a cooperative relationship toward receiving needed records and other information
- Ability to suggest appropriate geophysical equipment to accurately Designate complex underground utility layouts
- Ability to comprehend, interpret and organize utility records, design plans and as-built information
- Use, obtain and interpret control point records and locates in the field
- Responsible for preparing sketches/reports, photos, record keeping,
- Ability to execute basic mathematics functions, measurements and conduct safety meetings
- Ability to assess and implement appropriate Temporary Traffic Control (Intermediate TTC cert.)
- Represents and communicates on behalf of company and crew when encountering third parties through various means of communication

EOE/DFWP

This job description is representative of typical responsibilities and is not intended to be a complete list of all duties or skills required for the job. It is subject to review and change at any time, with or without notice, in accordance with company needs.