

A.G. Consulting Engineering, P.C., an award winning and innovative multidisciplinary construction management and engineering consulting firm, currently has an immediate position for a Utility Construction Coordinator to support an infrastructure project in Mineola, NY.

UTILITIES CONSTRUCTION COORDINATOR

This is a responsible, professional and supervisory position in coordinating the scheduling of all types of construction related to utilities.

Work of this class involves coordinating construction of all utilities in and around the construction site. Such as potable water mains, reclaimed water mains, sewer force mains, sewer gravity collection lines, manhole construction, valve installation, large service connections, and large meter and backflow assembly installations. Work involves contact with private contractors, engineers, consultants, manufacturers, governmental agencies and the public. Work also includes the review of traffic setups, construction sites, and pre-construction utility meetings on-site and off-site. Work also includes the evaluation of equipment and materials, the coordination of construction projects, and the review of plans and field design modifications for approval. Work includes general supervision, selection, promotion, placement, training, safety, appraisal and discipline of assigned employees engaged in supportive technical activities. Work is generally performed under limited supervision and requires considerable latitude and initiative in developing methods and solutions to work problems. Work is performed under the general supervision of an assigned supervisor and is reviewed through conferences, conversation and observation, and the analysis of reports and evaluation of results obtained.

RESPONSIBILITIES

Coordinates and directs the activities of personnel engaged in tasks related to water and wastewater pipeline systems and other related utilities in and around the construction site.

Coordinates and schedules construction projects.

Develops tracking programs for construction operations.

Coordinates construction project permitting with DOT, and other governmental agencies.

Reviews and comments on plans and drawings manually generated or machine generated such as GIS, GPS and AutoCAD.

Reviews invoices and journal vouchers for payment and/or transfer of funds from CIP to operating.

Assists in the preparation and monitoring of annual budget estimates for the area of assignment and prepares reports of activities as required.

Maintains accurate program records and files.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of materials other utilities systems.

Considerable knowledge of equipment used in the construction of railroad lines and utilities.

Considerable knowledge of municipal utility services, including departmental functions and procedures.

Some knowledge of water meter configurations and backflow assemblies.

Some knowledge of state and federal utilities laws and regulations.

Ability to organize and implement reporting programs and time management programs.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to read and interpret plans and specifications for material acquisition.

Ability to organize, supervise and inspect all phases of construction performed by the division.

Ability to establish and maintain effective work relationships with City officials, employees, representatives of other governmental agencies, private industry and the general public, as necessitated by the work.

MINIMUM TRAINING AND EXPERIENCE

- Four year college degree is preferred
- Minimum seven years of construction experience.
- Knowledge of construction when working in proximity to LIRR Operations
- Knowledge of Federal Railroad Administration Roadway Worker Safety Regulations and industry safety standards (i.e. OSHA) is preferred.
- Subject matter Expertise in working with third-party utility providers such as Con Ed and Municipal Systems.

A.G. Consulting Engineering, P.C. offers salary commensurate with experience, a

comprehensive benefits package which includes medical, dental, disability, life insurance, 401K plan, tuition reimbursement, and more. A.G. Consulting Engineering, P.C. is an Equal Opportunity Employer.

Interested candidates can send resume to the following email address:

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