

CLASS TITLE: Coordinator of Public Utilities

CHARACTERISTICS OF THE CLASS: Under general supervision, coordinates construction schedules with public utilities and other agencies; and performs related duties as required.

ESSENTIAL DUTIES: Notifies utility representatives and other public and private agencies of scheduled construction projects to coordinate dates, locations and sequence of activity; reviews the construction plans of other agencies to establish construction schedules and resolve conflicts; represents the department at utility and preconstruction meetings to plan construction schedules; acts as liaison between department engineers, construction managers and utilities to resolve scheduling problems that arise during construction; works with the Board of Underground to resolve conflicts; obtains data on utility property locations at project sites and forwards information to project design and construction engineers; maintains records of project schedules and prepares status reports.

RELATED DUTIES: Coordinates public utility involvement in special events for the department.

MINIMUM QUALIFICATIONS:

Training and Experience. Five years of progressively responsible experience in the construction and inspection of public works projects, or an equivalent combination of training and experience is required. A valid State of Illinois driver's license is required.

Knowledge, Abilities and Skill. Good knowledge of construction management. Good knowledge of project scheduling. Good knowledge of public utilities.

Ability to work with public and private officials, engineers and contractors. Ability to coordinate scheduling with a variety of agencies. Ability to inspect construction projects.

Skill in the application of the principles of construction project scheduling. Good skill in reading blue prints and construction plans. Good oral and written communication skills. Good human relation skills.

CLASS TITLE: Coordinator of Public Utilities (Cont'd)

Working Conditions. General office environment. Unavoidable exposure to inclement weather.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

December, 2004
City of Chicago
Department of Personnel