



Construction Coordinator

This position reports to the Construction Services Manager and is located at the Ed Fischer Operations Center, 8600 NE 117th Avenue. Working hours are from 7:00 a.m. to 4:00 p.m., Monday through Friday.

WHAT YOU WOULD DO:

- Frequently answers and returns phone calls from various customers, agencies and departments with questions regarding electric new construction and changes to existing electric services.
- Interprets utility construction practices and technical information regarding electrical equipment and services.
- Responds to emails and assists walk-in customers interpreting utility construction practices and technical information regarding electrical equipment and services.
- Supports external and internal customers by initiating work requests and service orders, processing jobs from initiation to completion.
- Obtains and interprets job prints and GIS maps, posts electrical inspections, adds and verifies charges, processes pertinent job related documents and moves work through related departments using the Work Management system.
- Acts as a liaison between customers and utility departments/personnel
- Works with the State Department of Labor and Industries, other state agencies and local municipalities, property owners, developers, builders and electrical contractors, interpreting job information, processing inspections and answering questions.
- Maintains records, reports and files.
- Other duties as assigned.

QUALIFICATIONS:

Candidate must have at least two years working experience in utility or construction related customer service and/or training in construction practices. Excellent telephone and computer skills including experience using Microsoft Office Suite. Detail oriented and able to create and edit documents, reports, business correspondence and procedure manuals. Able to interpret, understand, and advise on construction drawings, maps, electrical facilities, equipment and services as described by builders, electrical contractors and customers. Ability to work with Work Management and GIS mapping systems preferred. Knowledge of Customer Information System. Understanding of utility policies and personnel procedures. Ability to maintain a good working relationship with all co-workers and the public. Essential to have outstanding interpersonal skills, be customer service focused, flexible, team-oriented and a self-starter.

HOW TO APPLY:

Clark Public Utilities offers excellent benefits, an attractive wage, and company incentive programs. For confidential consideration, please forward your resume with cover letter via email to jobs@clarkpud.com. Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

Equal Opportunity Employer

At Clark Public Utilities, we are committed to being a place where a diverse mix of talented people want to come, to stay and do their best work.