

Construction Coordinator

This position reports to the Construction Services Supervisor 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. Opportunities for a hybrid schedule and career advancement within this role are dependent upon proven knowledge, skill and experience.

WHAT YOU WOULD DO:

- Frequently answers and returns phone calls from various customers, agencies and departments with questions regarding new electric construction and changes to existing electric services.
- Respond to emails, phone calls, and assist walk-in customers interpreting utility construction practices and technical information regarding electrical equipment and services.
- Support external and internal customers by initiating work requests and service orders, processing jobs from initiation to completion.
- Obtain and interpret job prints and GIS maps, evaluate and process electrical inspections, add and verify charges, process pertinent job related documents and move work through related departments using the Work Management system.
- Act as a liaison between customers and utility personnel (engineers, dispatchers, superintendents, etc.).
- Work 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.
- Maintain 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. Knowledge of or interest in learning 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 or aptitude to learn these systems. 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, responsible, team-oriented, work independently and a self-starter.

BENEFITS:

Employees and dependents are covered by medical, dental, vision, basic life insurance and disability insurance. Employees are enrolled in Washington State PERS and may enroll in deferred compensation plans. Employees will also receive eight hours of vacation leave and sick leave every month and twelve paid holidays throughout the calendar year.

SALARY:

Clark Public Utilities' salary ranges are market based and established annually. With full competency in the role and satisfactory performance the target is midpoint within the established range.

\$60,983 - \$73,214 - \$85,446

HOW TO APPLY:

Please send your resume with a 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.