

THE YORK WATER COMPANY
Job Description

JOB TITLE: Construction Coordinator

EXEMPT: No
DIVISION: G & A
LOCATION: Distribution Center or other company facilities

DEPARTMENT: Construction
REPORTS TO: Construction Superintendent

PREPARED BY: Human Resources
APPROVED BY: COO

DATE: December 2023
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SUMMARY: Support the Construction management team by providing administrative assistance including but not limited to contract management, project-specific customer and contractor inquiries, permit applications, and contractor invoicing.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assist the Construction Superintendent and Assistant Construction Superintendents as directed.
2. Assist with preparing and compiling information, contracts, as-builts, invoices, and all other relevant documents for water main and sewer main construction projects.
3. Prepare and manage state and municipal road occupancy permits.
4. Assist in maintaining the Company's GIS for water and sewer main construction projects.
5. Correspond with contractors, suppliers, customers and the general public concerning construction activities.
6. Maintain construction activity logs and timelines.
7. Make periodic verbal or written reports to the Construction Superintendency as required concerning activities.
8. Assist with the processing of contractor and supplier invoices.
9. Ensure proper closing of projects for accurate project costing by the accounting department.

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10. Understand and facilitate hydrant approvals, installation, maps, and submittals.
11. Research, develop, secure, and complete the necessary paperwork for easements.
12. Research, locate, and estimate footage of main rehab projects.
13. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including customers and employees.
14. Other duties as assigned.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

- Associate's degree (A.A.) or equivalent from two-year college or technical school; and three years related experience; or equivalent combination of education and experience is desirable.

OTHER SKILLS:

- Strong communication skills, both verbal and written.
- Strong comprehension skills.
- Critical thinking and analytical problem-solving skills.
- Ability to manage multiple priorities and meet deadlines.
- Ability to calculate figures, amounts, discounts, rates, interest and percentages.
- Ability to read, analyze, and interpret contracts, supplier quotes, delivery terms, and technical procedures to the extent required.
- Ability to communicate professionally and courteously with a variety of company stakeholders.
- Proficient use of standard office equipment.
- Proficient in Microsoft Suite products, including Outlook and Excel.
- Proficient use of an ERP system, such as Oracle, preferred.
- General understanding of the Construction Department's associated productivity software (Microsoft Suite, AutoCAD, GIS etc.) is highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possess a valid PA driver's license.
- Obtain a Pennsylvania Class E Water Operator License within one year of hire. A Class E Wastewater Operator License is also desirable.
- Pursuit of Project Management Professional Certification encouraged.

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PHYSICAL DEMANDS:

- The employee must be able to work under stress and work additional hours to meet reporting deadlines when required.
- Required to sit for extended periods.
- Required to sit, stand, and walk; occasionally required to stoop, kneel, crouch, and ascend and descend stairs.
- Required to reach with hands and arms and push items overhead.
- Occasional lifting of up to 25 lbs.
- Required to talk, hear, and see.
- Ability to and from job sites, and company facilities.
- Vision requirements for this position include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to differentiate between colors.
- Dexterity is mandatory as this job requires frequent use of hands and fingers, including keystrokes on computer keyboard and calculator.
- Ability to wear personal protective equipment (PPE) including gloves, hard hats, safety glasses, and other PPE as required.

WORK ENVIRONMENT:

- The position primarily works in an office environment, seated at a desk for extended periods.
- Frequent and ongoing interaction with employees and contractors.
- While performing the duties of this job, the employee frequently works in outside weather conditions.
- The noise level in the work environment is usually moderate and varies by worksite.