

# Atlantic Broadband Job Description

**Job Title:** Construction Coordinator

**Department:** Technical

**Summary** Coordinates activities and procedures of workers concerned with implementing network construction projects.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

The ability to work with construction personnel and coordinate construction efforts through in house and contract labor for new construction, rebuild projects, new MDU installation and upgrades.

Compile and track information for annual budgeting on capital projects.

Assure that all standards for quality and safety are met.

Coordinate capital request to meet project deadlines, and authorizes payments for completed work.

Interface with utility companies and city, county, and state public works organizations to complete manual and individual goals.

Interface with utility companies and city, count, and state public works organizations to complete mutual and individual goals.

Acquire contractors and negotiate pricing to perform construction and maintenance labor.

Provide detailed cost estimates for proposed projects.

Plan and direct construction activities and establish priorities in keeping with effective operations and cost factors.

Review and analyze service, quality control, maintenance, and operational reports to determine causes of nonconformity with specifications.

## **Supervisory Responsibilities**

This job has supervisory responsibilities.

## **Competencies**

No competency or factor selected.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

## **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Computer Skills**

None.

## **Certificates, Licenses, Registrations**

Valid drivers license, satisfactory driving record within Company required standards.

### **Other Skills and Abilities**

None.

### **Other Qualifications**

None.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; outside weather conditions and risk of electrical shock. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals and vibration.

The noise level in the work environment is usually moderate.