**Senior Utilities Design Coordinator Standard Job Description**

**Classification Title:** Senior Utilities Design Coordinator

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Minimum Pay:** $75,196.14

**Job Description Summary:**

The Senior Utilities Design Coordinator is responsible for maintaining complete system drawings updating them with mark-ups and as-built data.

**Essential Duties and Tasks:**

**40% GIS Database Management and Support**

* Implements, schedules, and certifies accuracy of the GIS database.
* Creates and exports CAD data from the GIS environment.
* Coordinates with UES IT to facilitate internal distribution of utility infrastructure.
* Prepares and packages UES data to support external users.
* Creates drawings and shares UES data with external users.
* Manages the storage of CAD documents for interdepartmental support.

**30% CAD Drawing and Project Coordination**

* Works with project engineering and project management teams to create new CAD drawings and dimensioning of construction drawings based on project documents and needs.
* Imports and modifies outside source CAD drawings.
* Assists in certifying site control and confirming job layout using static surveying methods for new construction projects.
* Creates and oversees marking of survey stake-out points for UES projects.
* Coordinates with the UES project management team to update internal project schedules.

**10% Meeting Participation and Student Management**

* Attends meetings for the supervisor in their absence.
* Participates in internal project planning meetings.  
  Assists the supervisor in managing, maintaining, and assigning student worker duties.

**10% Professional Development**

* Attends the annual ESRI conference.
* Engages in activities to enhance GIS and CAD skills.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Four years of experience in drafting or surveying.

**Required Licenses and Certifications:**

* Valid Texas Class “C” driver’s license or ability to obtain within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others

**Machines and Equipment:**

* Computer
* RTK Survey Equipment
* Optical
* University Vehicle

**Physical Requirements:**

* Ability to climb stairs and ladders.
* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**