**Utilities Design Coordinator Standard Job Description**

**Classification Title:** Utilities Design Coordinator

**FLSA Exemption Status:** Exempt

**Pay Grade:** 10

**Minimum Pay:** $65,387.95

**Job Description Summary:**

The Utilities Design Coordinator, under general supervision, is responsible for independent field data collection, coordinates survey work and marks survey stake-out points, creates maps and drawings, and imports survey data to update GIS database. Maintains UES CAD drawings for piping, wiring and other functions and coordinates safety meetings.

**Essential Duties and Tasks:**

**40% Field Data Collection and Survey Coordination**

* Performs independent field data collection with GPS and Plant data systems.
* Creates survey jobs for Assistants.
* Coordinates survey work with Assistants and Student Workers.
* Marks survey stakeout points for projects.

**20% GIS and CAD Data Management**

* Updates GIS database with field data collected and records drawings.
* Creates maps and imports survey data.
* Maintains existing CAD drawings for Plant P&IDs and wiring diagrams.
* Imports and modifies outside source CAD drawings.
* Reviews requested changes and updates before certification by a Lead.

**10% Safety and Compliance Coordination**

* Coordinates weekly safety meetings and maintains meeting sign-in sheets.
* Contributes to a safe work environment by reporting accidents and unsafe working conditions.

**10% Support and Planning Assistance**

* Supports the Lead and Supervisor as needed.
* May attend internal project planning meetings as needed.

**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:**

* Bachelor’s degree or equivalent combination of education and experience.
* Three years of experience in drafting or surveying.

**Required Licenses and Certifications:**

* Must have or be able to obtain a Texas Class “C” driver’s license within 30 days of employment.

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

* Ability to multitask and work cooperatively with others.
* Knowledge of CAD software such as Microsoft AutoCAD.

**Machines and Equipment:**

* Computer
* University Vehicle
* RTK Survey Equipment
* Optical
* Laser Measuring Equipment

**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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**