



Construction Coordinator III – Westerville, OH

We currently have an opening for a Construction Coordinator III to support our central Ohio operations.

The Construction Coordinator III is responsible for planning, design, and construction of projects within the distribution and collection systems that we own and operate. These activities support the local divisions and company activities in accordance with OEPA and PUCO compliance.

ESSENTIAL DUTIES:

- Identify, design, permit, bid, and construct replacement projects that meet Aqua Ohio's capital budget.
- Estimate cost of projects and create a 5-year and 10-yr capital plan that will achieve Aqua's goals. Review prospective projects with Aqua's Operations group to ensure projects are justified and will maximize the benefit to our distribution and collection systems.
- Oversee construction activities by staying in close communication with inspectors and visiting job sites. Help problem-solve as issues arise during construction.
- Work with Aqua's Design team and Operations group to create drawings that will be used during bidding, permitting, construction and as built work.
- During construction handle contractor change order requests, pay applications, and customer complaints.
- Prepare or direct the preparation of permit applications.
- Order materials for projects and track inventory.
- Bid replacement projects to contractors, award bids, prepare contract documents.
- Supervise third-party inspectors for multiple concurrent projects.
- Coordinate with Aqua Operations employees to perform waterline shutdowns, finalize as-built drawings, and track inventory.
- Developer Projects - Aqua takes ownership of new developer mainlines. CC must review these designs, set-up inspection services, and ensure agreements/easements are signed.
- Review construction plans for commercial and industrial services including commercial fire services, backflow devices, metering equipment, and domestic services.
- Provide information to outside companies and government agencies when requested to allow for accurate third-party design drawings. Review designs for compliance with state, local, and Aqua requirements.
- Closeout projects – verify material inventory installed, as-builts finalized, and asset retirements provided to accounting.
- Ensure compliance with required safety policies and programs during construction.
- May require short-term (1-2 night) travel within State of Ohio to attend trainings, meetings, and visit job sites.
- Represent Aqua Ohio at various state and local levels. Establish and maintain positive public relations with key customers, local officials, state regulators, other state agencies, and industry groups.
- Other duties as assigned

EDUCATION/REQUIREMENTS:

- A bachelor's degree in Civil/Environmental/Construction Engineering is preferred.
- A minimum of an associate degree in Engineering Technology (i.e. two-year degree)
- Two years of work experience in construction management will be considered. In lieu of a degree.
- 10 years of relevant work experience in construction management is necessary.
- Ability to manage multiple concurrent projects within assigned divisions.
- Basic knowledge of contracts and accounting principles.
- Valid Ohio driver's license is required.

QUALIFICATIONS:

- Must have computer skills with using Microsoft Office products.
- Experience using SAP, AutoCAD, Power Plan programs or the ability to learn.
- Ability to analyze technical problems and express ideas technically.
- Ability to motivate oneself and others to accomplish needed tasks.
- Ability to establish meaningful, timely and attainable goals.
- Manage projects in a manner which achieves Aqua's best interests while fostering a partnership with contractors, government employees, and the communities which we serve.

BENEFITS:

- Competitive salary
- 401k program with an employer match of up to 4% (plus potential for 3% employer discretionary contribution).
- Medical, dental, vision coverage – effective for day 1, no waiting for coverage to start
- PTO – 4 weeks (2 vacation, 1 sick, 1 personal)
- Tuition Reimbursement program

Please follow this link to apply for the role:

https://aquaamerica.wd5.myworkdayjobs.com/Aqua_America_Careers/job/OH-Westerville/Construction-Coordinator-III_R2773