

UTILITY SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult complex work which involves a responsibility for coordinating the installation and maintenance of street lights and traffic lights. The work involves field visits to determine the validity of complaints, action to be taken, and actual repairs and/or installations completed. The work is performed under the occasional supervision of the Town Supervisor with wide latitude for independent action. Does related work as required.

TYPICAL WORK ACTIVITIES:

Keeps an inventory listing of all street lights within a municipality;
Reviews monthly Orange & Rockland fuel and installation bill to ensure credit is given for outages, that street lights on private roads are not being charged for and that new installations being charged for have been completed;
Reviews all requests for new street lights by conducting a field visit to the proposed site, canvassing adjacent homeowners and awarding permission for the street light if a majority of homeowners favors same;
Contacts O&R for new street lights, contracts with same, prepares an appropriate Town Board resolution and appears before Town Board to give information when needed;
Determines which street lighting shall be upgraded to improve traffic and pedestrian safety and to reduce fuel costs using criteria such as high accident roadways, newly resurfaced roads and eventual elimination of high fuel burning equipment;
Follows up to make sure new lighting has been installed;
Prepares work orders for work crews to trim trees around street lights;
Maintains a town wide inventory of traffic lights including location, type and action of traffic lights;
Verifies, processes and authorizes payment of all fuel and installation charges for traffic lights;
Works with consultants and Town Engineers concerning resident complaints of hazardous traffic conditions and prepares resolutions recommending either traffic safety signs, roadway pavement markings, traffic light sequencing, new traffic light, etc.;
Provides input for the budget involving fuel costs, equipment, etc.;
Maintains an inventory of fire hydrants and researches complaints concerning same;
Acts as enforcement agent for the Litter Control Board by noting day, time, and location of illegally posted signs, removing same where possible and preparing a summons and complaint for the Town Attorney;
Solicits, composes and coordinates material for the town's annual bulk pick-up informational brochure.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic and English; good knowledge of office procedure and routine; good knowledge of the location and operating effectiveness of local fire hydrants, street lights and traffic lights; ability to conduct field inspections; ability to analyze problems and recommend solutions; ability to communicate with the general public, government officials and utility personnel; ability to prepare written correspondence, directives and reports; ability to maintain hydrant and lighting inventories.

(over)

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical and/or business management work experience, one (1) year of which must have included or been supplemented by work involving resolution of complaints, troubleshooting or investigation.

NOTE: Additional general or specialized experience may be substituted for education on a year-for-year basis.

SPECIAL REQUIREMENT: Possession of a valid driver license appropriate for the size and kind of vehicle to be operated.