



Project Coordination – Utility Industry

Position located on-site in Louisville, KY

This position performs a variety of duties related to the management of gas or electric utilities on-site at the local gas & electric utility. The successful candidate will work somewhat independently after a very thorough training period.

Responsibilities:

Duties may include, but are not limited to:

- interpreting project blueprints
- coordinating multiple contractors and departments on certain projects
- performing field work such as, measuring accurately with tape or wheel
- taking basic field notes
- inspecting work to ensure compliance to standards
- driving locating stakes
- communicating with customers
- and other similar tasks

Essential Skills:

- Ability to learn required operating standards for gas or electric service.
- Must be able to learn to read drawings, sketches, and site plans.
- Must have technical knowledge and skills, such as mathematics, and be able to handle difficult and multiple assignments.
- Two or more years with utility projects experience desired.
- Competent in computer/windows-based applications and possesses the ability to learn new software programs.
- Good customer service and communication skills
- Must be able to perform the physical requirements of the job which may include: walking in various types of environments; long periods of sitting at computer; and other moderate physical activity.
- Valid driver's license and clean driving history **required**.

Requirements:

Bachelors degree desired, however an Associates degree with related experience will also be considered. Minimum two-year degree **required**.

Additional Information:

This position will require pre-employment background checks and drug & alcohol testing. It is also subject to random drug and alcohol screening. Qualified candidates will be required to take the EEI aptitude assessment (at no cost to candidate).

\$23-27/per hour depending on educational and industry experience. Excellent career opportunity for the right candidate. Equal Opportunity Employer.

Position is located on-site in Louisville, KY – this is not a remote position– relocation expenses are not provided.