



Job Title: Utility Coordinator
Company: Capital Improvement Board of Managers
Department: Facility Management
Reports To: Facility Manager

POSITION SUMMARY: This position coordinates and implements all procedures of Utility Department. Accountability is to the Facility Manager and Assistant Facility Manager.

DUTIES:

- Scheduling and mapping of all utility forms.
- Process utility order forms from Ungerbock (software program).
- Respond to utility order calls and e-mails.
- Confirm all utilities are in place for each event.
- Prepare event billing as per event schedule.
- Perform audit for all shows.
- Track P&L information.
- Make recommendations related to hiring, firing or other changes in employment status.
- Other duties as assigned by Facility Manager and Assistant Facility Manager.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the ability to work with efficiency and composure under stressful conditions and have the ability to interact positively with the public, clients, and co-workers. Must be available nights, weekends and Holidays.

EDUCATION/EXPERIENCE:

High school diploma or general education degree (GED); or one year related experience and/or training or equivalent combination of education and experience.

KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:

- Knowledge and comprehension of basic computer skills to include Excel
- Understanding of basic accounting skills.
- Ability to multi task

SUPERVISORY RESPONSIBILITIES:

This position will supervise Electrical and Pipefitter Foremen in relation to all utility services and part time Labor Desk staff.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

This position requires constant walking, repetitive finger movement, oral and hearing communication and occasional climbing stairs and lifting maximum of 20 pounds.