

Title: Paving Coordinator

Location: Wrentham MA

Job Description:

The Paving Coordinator is responsible for the inspection of all paving-related activities throughout the entire distribution area along with rectifying paving disputes with cities and towns. This position also provides supervision to paving contractors ensuring all Company work standards are met. This position is responsible for coordinating paving work plans with the overall master schedule to ensure timely and cost-effective completion of all distribution projects.

Essential Functions:

- Interacts both internally and externally to implement industry best practices in paving.
- Supports district operations in the prudent scheduling of contractors, paving personnel and equipment. Ensures timely and cost-effective pavement restoration for Gas Operations.
- Interacts with contractors, city officials and district personnel to effectively resolve paving-related issues, and coordinates paving and other gas distribution contracts.
- Performs field inspections of trenches to ensure compliance with DTE site restoration standards.
- Assists the Manager, Planning and Scheduling with the scheduling of contractors and preparation of paving bids.
- Supervises paving contractors as needed.

Technical Knowledge/Skill/Education/Licenses/Certifications:

Technical Knowledge/Skill:

- Requires working and technical knowledge of specific distribution departmental activities including construction standards, operating and maintenance procedures and regulations related to distribution field activity.
- Ability to use PC desktop applications (e.g. Microsoft Word and Excel).
- Requires effective interpersonal and communications skills.

Education:

- Bachelor's Degree in Business Administration, related discipline or equivalent experience

Experience:

- Minimum of three (3) to five (5) years of related experience in Gas Operations

Please submit a resume with employment application

Visit the Eversource Careers website to apply:

<https://jobs.eversource.com/job/wrentham/paving-coordinator/7774/18385487824>