



**Position Title:** Coordinator, Pole Attachment Service

**Dept., BU / Section:** Pole Attachment Service

**Reports to:** Manager, Pole Attachment Service

### **Summary**

This position coordinates the Pole Attachment Service on behalf of member systems that have contracted for the service. Responsible for coordinating the permit process, making field visits when necessary, assisting with field inventories, and having a general understanding of agreements.

### **Responsibilities / Accountabilities**

1. Facilitate the aerial permit process, including engineering, cost estimates, and construction.
2. Assist with creating and maintaining NJUNS (National Joint Use Notification System) tickets.
3. Assist with generating invoices and following up on collection.
4. Collaborates data with the internal and external GIS personnel.
5. Field verify aerial permit measurements and recommendations

### **Qualifications**

Generally, requires a bachelor's degree in a engineering-related discipline. Must have technical experience in the electric utility industry. Must have strong customer focus and ability to build strategic working relationships with vendors and members.

This position will require overnight travel within the state of Georgia. Must have, or be able to obtain, a valid Georgia driver's license.

**Skills Required:**

1. Technical knowledge and understanding of electric utility systems and operations.
2. Decision making and problem solving.
3. Strong interpersonal, negotiation and communication skills both oral and written.
4. Strong computer skills including MS Office Suite (Word, Excel, etc.).
5. Exceptional organizational skills with the ability to manage multiple priorities.

**Skills Desired:**

1. Google Earth
2. Experience project management
3. Arc GIS
4. Ability to decipher technical drawings

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.

**To Apply:**

Please complete an online application and email, fax or mail resume to the following:

Electric Cities of Georgia, Inc.  
Attn: Coordinator – Pole Attachment Service  
1470 Riveredge Pkwy, NW  
Atlanta, GA 30328  
f. 678.202.3110  
sbraddick@ecoga.org