



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 coordination of permits, making field visits when necessary, and having a general understanding of power and communications facilities.

Responsibilities / Accountabilities

1. Coordinate the aerial permit process, including engineering, cost estimates, and construction
 - a. Field verify aerial permit measurements and recommendations
2. Create and maintain NJUNS (National Joint Use Notification System) tickets
3. Generate invoices and follow-up on collection
4. Collaborates data with the internal and external GIS personnel
5. Coordinate with Field Inventory Specialist on Joint Use and Full Asset Inventories

Qualifications

Generally, requires a bachelor's degree in an engineering-related discipline or equivalent experience. Utilities or Communications experience preferred.

Must have strong customer focus and ability to build strategic working relationships with vendors and members.

This position will require travel, including some 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 track and prioritize multiple projects simultaneously
6. Ability to work independently with strong self-driven time management skills

7. Flexibility to travel between member areas as needed

Skills Desired:

1. Google Earth Pro, Arc GIS, QGIS, etc
2. Experience in project management
3. Familiarity with National Electrical Safety Code (NESC) and local utility standards
4. Experience with pole attachment permits and compliance processes

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. 770-450-8496
sbraddick@ecoga.org