



Position Title Construction and Maintenance Coordinator
Company Sycamore Gas
Location Lawrenceburg, IN
Department Operations
Posting Date 1/11/21 Posting Expiration Date 1/18/21

PRIMARY FUNCTION

The Construction & Maintenance Coordinator performs a wide variety of tasks in the field relating to the planning, installation, and maintenance of Sycamore's piping system, and to serving its residential, commercial, and industrial customers. This individual's primary work will focus on the inspection of construction activities, recordkeeping, and assisting the Operations Manager with Inventory Control and Material Ordering. Daily duties include inventory tracking; inspection of construction and maintenance activities; verifying accurate completion of construction and maintenance records; and researching and pursuing customer growth opportunities and new customer inquiries. This person will communicate with the Operations Manager daily to coordinate construction and growth activities, and to ensure work is completed in a safe and timely manner.

Daily Responsibilities, Under the direction of the Operations Manager,

- Control job inventory
- Maintain inventory stock lists and order points
- Research and order materials
- Have a working knowledge of Sycamore's natural gas network
- Understand PHMSA's and Sycamore's requirements for inspection of construction and maintenance activities
- Inspect company and contractor construction and maintenance activities
- Review and provide as-built information for company records
- Have a working knowledge of Pipeline Safety Regulations as required by federal, state, and local agencies
- Research and recommend customer growth opportunities
- Coordinate growth projects with management and construction crews
- Other duties as assigned by Operations Manager or President

Miscellaneous

- Assist with shipping and receiving activities
- Maintain level of Operator Qualifications necessary to provide effective inspection of construction and maintenance activities
- Assist in response to Emergency situations



- Maintain company tools and equipment
- Will be expected to attend meetings and conference calls as needed
- Will be expected to attend training as required

QUALIFICATIONS

- A two-year degree in Construction Management, Engineering Technology, or demonstrated experience in project management is required for this position. A minimum of 2 years of construction or project management experience is desired.
- Ability to communicate effectively in writing and verbally with co-workers and customers is required for the candidate to be successful.
- Must have good working knowledge of Microsoft Excel, Outlook, and Word. Ability to perform daily work with computers. Ability to correctly fill out paperwork and submit/file accordingly.

COMPETENCIES

- Ability to clearly communicate complex ideas verbally and in writing is crucial for ease of understanding between customers, management, and fellow employees.
- Attention to detail is critical for the ability to inspect and verify construction work, and for the review and approval of construction and maintenance records.
- An analytical ability to investigate the potential of customer growth projects is required.
- A motor vehicle operator with valid license is required, and the applicant must be bondable with no record of felony convictions.

WORKING CONDITIONS

PHYSICAL DEMANDS:

Daily activity is fast paced, physically demanding, and with production goals. Duties involve visiting and walking active construction sites and customer locations. The individual must be available for emergency callouts and sometimes be able to work extended hours.

A good portion of the workday may be spent outdoors; therefore, this individual is exposed to (and must have tolerance for) extremes of heat, cold, noise, and dust. Exposure to construction equipment and normal driving hazards is encountered regularly.

SAFETY SENSITIVE JOB:

This is a safety sensitive job and as such is subject to random drug testing as required by the U.S. Department of Transportation (D.O.T.). Employment is contingent upon passing a pre-employment drug screen and upon hire, completing DOT OQ courses.

Application Process:

Internal candidates should complete the internal posting form and send the form to Annmarie Vincent, Human Resource Manager by the posting expiration date. Please include a resume if applicable.