

Design Services Coordinator 2

Interested candidates must apply to the Design Services Coordinator 2 posting by visiting careers.paturnpike.com by January 29, 2024.

Posting Start Date:	January 16, 2024
Posting End Date:	January 29, 2024
Position Number:	80003864 (5 openings available)
Union:	Non-Union
FLSA Status:	Salaried Exempt
Department:	Engineering - Planning & Design Services
Salary Grade:	E-14
Salary Range:	\$61,213.15 - \$91,819.73
Employment Type:	Full Time
Building Location*:	Central Office, Eastern Regional Office, Western Regional Office
Building Street:	700 S. Eisenhower Boulevard, 251 Flint Hill Road, 2200 North Center Avenue
Building City:	Middletown, King of Prussia, New Stanton
Building State:	Pennsylvania (US-PA)
Building Zip Code:	17057, 19406, 15672
Work Schedule:	Flexible Work Options

**This position may report to one of the Pennsylvania Turnpike Commission's offices: Central Office (Middletown), Eastern Regional Office (King of Prussia) or Western Regional Office (New Stanton).*

The Pennsylvania Turnpike Commission, opened on October 1, 1940, is known as “America’s First Superhighway”! Our mission is to operate a safe, reliable, customer-valued toll road system that supports national mobility and commerce. The PTC operates a 565-mile system with over 205 million transactions annually. Together, we are building the highway of the future.

The Commission values its team members and understands the importance of work/life balance to the health, well-being and productivity of its team. Therefore, this position may be eligible for Flexible Work Options* such as:

- **Hybrid Work** - combination of remote and in-person reporting
- **Alternate Work Schedule** - flexibility to adjust work schedule length to complete work week in fewer days

*Some options may require completion of probationary period. The Commission requires all employees to establish PA residency within 6 months of hire and to maintain PA residency, regardless of Flexible Work Options.

Job Purpose and Summary

The Pennsylvania Turnpike Commission is seeking engineering professionals experienced in plan development for highway construction and right-of-way acquisition. There are currently five open Design Services Coordinator 2 positions in our Planning and Design Services Unit. This unit is responsible for CAD automation, including implementation of the PTC Digital Delivery Initiative and Engineering Technology Plan, utility coordination, right-of-way coordination, and field surveys. Work is performed with independence and reviewed by a supervisor, or designee, for attainment of program goals, completion of projects and overall performance.

Essential Functions & Responsibilities

Participates in the implementation and administration of electronic data such as electronic plan preparation, record retention, data management, and other applications/databases, including user guides.

Reviews and interprets plans, specifications, studies, invoices, and estimates prepared by consultants and external agencies.

Assists in the preparation of detailed and comprehensive reports and/or documents.

Participates in various PTC engineering programs/projects.

Coordinates and communicates with various internal departments and external agencies to obtain input and provide status updates for assigned projects.

Attends meetings to provide feedback and recommendations for assigned projects/programs.

Reviews utility relocation plans, cost estimates, and agreements to determine compliance with state and federal regulations.

Conducts research and investigates utility and right-of-way issues. Resolves disputes and negotiations between concerned parties.

Uses situational awareness to anticipate and prevent accidents.

Performs related duties as assigned.

Qualifications

Two (2) years as a Design Services Coordinator 1 with the PTC. – OR - Eight (8) years of experience in engineering, surveying, or utility coordination – OR – Four (4) years of experience in engineering, surveying, or utility coordination AND a bachelor's degree in engineering, surveying, or other related discipline. – OR – Two (2) years of experience in engineering, surveying, or utility coordination AND a bachelor's degree in engineering, surveying, or other related discipline AND possession of a valid Engineer in Training certificate (EIT).

Equivalent combination of education and/or experience may be accepted.

Possession of a valid driver's license. Must obtain and maintain a valid Pennsylvania driver's license within six (6) months of employment.

Competencies

Problem Solving/Analysis

Decision Making and Independent Judgment

Communication Proficiency

Quality Control

Project Management

Leadership

Delegation Skills

Results Driven

Technical Capacity

Strategic Thinking/Planning

Physical Demands and Work Environment

Position demands include frequent speaking, writing, and reading reports. Position requires frequent work at a computer utilizing business programs and PTC specific operating systems. Position requires occasional travel and/or fieldwork with exposure to roadway traffic. Occasionally works outside of normal business hours for assigned work assignments.

Office environment with low levels of noise, adequate lighting, and comfortable temperature. Field environment may include exposure to moderately adverse and undesirable conditions. Physical environment is generally safe, but safety equipment or precautions must be followed in field conditions.

Benefits

The selected candidate will be offered an exceptional benefits package which includes comprehensive medical, dental, vision and prescription coverage, along with a benefit plan for retirement. In addition, leave programs, tuition reimbursement, employee assistance program, and alternative work schedules are available to employees.

The Pennsylvania Turnpike Commission is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees. If you need assistance or an accommodation due to a disability, you may contact the Human Resources Department by calling 717-831-7378.