

Job ID:	341RK
Job Title:	Manager, Utility Services Group
Degree Requirements:	High School Diploma
Years of Experience:	10
Type of Position:	Direct Hire
Location:	Roswell, GA
Salary Range:	Based on your Experience & Expertise
Travel Required:	25%

Please help the reader (s) of your résumé by telling us what your employers do / did to make money. Do not assume that the reader knows what your employers do / did.

One or Two sentences will suffice.

Our client that has been in business for 24 years has engaged Pinnacle Placement Group to assist them in finding highly qualified candidates for a Roswell, GA based position. This is a leadership position in the Utility Services Group.

The **MUST HAVE REQUIREMENTS** for this position are:

- * High School Diploma required
- * 10+ years of underground utility experience
- * 10+ years of project management experience
- * 5+ years of personnel management
- * 5+ years of experience with GDOT (Georgia Department of Transportation) projects
- * Valid driver's license
- * Ability to travel overnight
- * A high degree of proficiency in Microsoft Office, AutoCAD, & MicroStation

PLUSSES in this position are:

- * Associate's or Bachelor's degree
- * Underground Utility Designation Certification

Reporting to the Utility Services Program Manager, the **RESPONSIBILITIES** of this position include, but are not limited to:

- * Manage utility services projects & staff
- * Provide quality control & quality assurance on utility services deliverables
- * Assist the program manager with projections, budgeting, equipment purchasing, billing

Project Related Responsibilities

- * All aspects of utility services projects
- * Monitor technical & quality control standards
- * Equipment research & purchasing

Employee Related Responsibilities

- * Direct & coordinate the activities of utility services technicians & analysts
- * Aid Program Manager in creating & administering policies
- * Participate in & support development of long term goals / objectives
- * Monitor & improve upon production levels & staff utilization
- * Provide extensive training & reinforcement of standards for field staff

Management Related Responsibilities

- * Generate new business leads using various marketing strategies
- * Strengthen existing client relationships
- * Enforce company policies with respect to safety, protocol & procedure
- * Support & manage utility services staff
- * Assist with CAD mapping (AutoCAD, MicroStation)
- * Attend project & industry related meetings & conferences
- * Create standards development & implementation
- * Create safety standards & implementation
- * Work with the Program Manager to achieve goals
- * Interact with existing clients
- * Maintain high level of contact / customer service with existing clients
- * Seek additional opportunities for projects
- * Involvement in professional & civic organizations

If you meet these requirements & wish to be considered for this position, send your résumé that **includes what your employers do to make their money** to us in a Word document at [Resumes AT PinnaclePlacementGroup.com](https://www.resumes.com) mentioning the **Job ID** & the **Job Title** in the subject line of your email.

In your email or cover letter, please provide us a short narrative detailing your experience & expertise as it applies to this position. Also, please provide us with your *MINIMUM* salary requirements.

KEY WORDS: AutoCAD, MicroStation, CAD Mapping, Utility Services, Georgia Department of Transportation, GA DOT, GADOT, Underground Utilities, Construction Project Management, Leadership, Safety, Program Manager, Training, Construction, Consulting