Job Opening: Assistant Utility Coordinator

**Job location:** 333 East River Drive, East Hartford, CT 06108  
**Job Title:** Assistant Utility Coordinator  
**Hours:** 1st shift, FT – 40 Hours weekly  
**Application Deadline:** February 10, 2017  
**How to Apply:** Interested candidates should send a cover letter and resume to: CME Associates, Inc., ATTN: Human Resources, 333 East River Drive, Suite 400, East Hartford, CT 06108 or via email to careers@cmeengineering.com.

CME is an organization where the brightest minds come together to develop solutions to the challenging projects of today and help to cultivate better places to live, work, and grow. We strive to make CME a place where employees can develop their careers and grow professionally. We offer a competitive compensation package that includes access to group insurance plans, 401(k) retirement plan, tuition reimbursement, and more. In addition, we are leading the industry in creating policies that make for a better work / life balance including flexible work schedules and a flexible vacation policy.

Do you want to join a team of professionals that work together to achieve the best results? Do you want to work in a firm that encourages creativity and collaboration? Do you want to work on some of the most exciting projects? If these questions excite you, you have come to the right place!

CME Associates, Inc. a multi-disciplinary engineering firm is seeking a full-time Assistant Utility Coordinator with civil and construction experience to work in our East Hartford Office. The chosen candidate will assist our Utility Coordinator and support our Bridge Liaison Group and others as required. The ideal candidate should possess a two year degree or equivalent and ideally a minimum of 2 years’ experience.

**Experience/Qualifications:**

- A.S. Degree  
- 2+ years’ experience  
- Ability to read design plans and as-built utility drawings  
- Proficient in MicroStation and/or AutoCAD desired  
- Knowledge of Microsoft Word and Access  
- Data entry and record keeping  
- Construction/utility exposure desired  
- Prior experience working on ConnDOT or MassDOT projects will be considered a plus
Responsibilities:

Providing support and utility coordination for bridge and highway projects.

- Track schedules and workload commitments
- Review project plans and minor drafting
- Data entry and recordkeeping
- Assist with report compilation
- Attend project meetings
- Other tasks under the direction of CME's Utility Coordinator.

Additional information:

The chosen candidate will be able to effectively communicate (written & oral), possess superior organizational skills, have proficient computer skills, and work effectively to meet scheduling requirements and quality control standards. The candidate will be required to uphold Governmental and Corporate Quality Assurance Policies/Procedures. This position requires an individual that is willing to perform a variety of tasks, and is a team player.

*CME is an EOE/AA/VEV/Disabled Employer*