

Entry-Level Utility Design & Coordination Assistant



Job Location – Visalia, CA

Utility Design & Coordination Assistant Responsibilities:

4Creeks is seeking an entry-level Utility Design & Coordination Assistant to work under the direction of a Utility Project Manager. Responsibilities for this position would include:

- Represents firm in meetings with other agencies
- Facilitates the execution of various utility agreements with agencies
- Maintain project status list and reports
- Manage multiple projects at the same time to meet deadlines
- Performs research and analysis
- Administer and attend project meetings
- Perform field visits and field investigations
- Scheduling for utility relocations
- Meets with utility companies on a regular basis on projects
- Administrative tasks as needed
- Organize project files
- Other duties and responsibilities as required
- Ability to be self-motivated and independent

Ideal Qualifications

1. High School Diploma or Equivalent
2. Experience with Microsoft Office, including Word and Excel
3. Valid Driver's License and functional vehicle
4. High customer service ethic, ability to learn processes quickly, excellent organizational, written and verbal communication skills

Compensation

Salary will be determined by candidate's skill and experience level and highly competitive with industry standards. Benefits package includes full employee health coverage (50% coverage for dependents), company 401(k) contribution, and performance bonuses.

About 4Creeks:

We are a small band of visionaries, mentors, and citizens, driven by a deeply instilled belief that together we can help solve some of the challenges we face. We're determined to play our part in inspiring a new future and

rebuilding what's broken, from Bakersfield to Sacramento. We call Central California home and we're committed to using all the tools and resources at our disposal to make this region known for greatness.

You'll quickly find out that 4Creeks is built on a fun, challenging and collaborative work-environment. A team-based approach is the standard we uphold, and we believe that no one person is more valuable than the other. We enjoy working together and pooling our resources to provide the best solution we can create together. As you walk through our doors, we think you'll see and feel the 4Creeks difference.

How to Apply:

For immediate consideration; please email your resume and cover letter detailing your background, skills, and experience to **hr@4-creeks.com**. Our Human Resource Administrator will contact you promptly for initial interview coordination.