

The background of the page is white with a large, decorative graphic of overlapping, curved bands in shades of teal, light blue, and pale blue, resembling a stylized wave or a signal. The bands are layered, with the topmost being the darkest teal and the bottommost being the lightest blue. The graphic is centered horizontally and spans most of the width of the page.

Utility Coordinator Job Description

Prepared By Technical & Development Services
(South West) Ltd

JOB DESCRIPTION – Utility Coordinator

Location

TDS (South West) Ltd – Suite J, Crypton Houses, Crypton Technology Business Park, Bristol Road, Bridgwater, Somerset. www.t-d-s.com

Company

TDS (South West) Ltd regional office was established in 2014 and is based in Bridgwater, Somerset. We are a Consultancy offering a wide range of Utility Services and Project Management to Developers, Land promoters, Contractors and RSL's. We have a proven track record of delivering top-quality, cost-efficient services and our clients know that they can depend on TDSSW to add value to their business. TDSSW are also part of the TDS Group, who have three other regional offices around the UK to offer national coverage.

Job Purpose

To work closely with our Utility Manager to support the business with the administration and coordination of the Utility infrastructure delivery from land enquiries through to getting on site, on behalf of TDS South West's Clients.

This role would be essentially Office based with some need to attend meetings on site or at a client's office, depending on the client and type of appointment. TDS has a flexible working policy and relevant training will be provided, with a view to enabling the individual to successfully administer the allocated contracts autonomously.

TDS (South West) work for all the major Developers and House Builders across the South West and projects are allocated to an individual, which you will have a fundamental role in administering on behalf of our clients and also look to build positive relationships with the client contacts.

Key Accountabilities

Working with the Utility Manager and other Coordinators, to successfully deliver our clients utility projects, which may include diversions, disconnections and meter removals, new utility work etc.

To report and update on all activities to the client on a regular basis that is both accurate and timely.

To support the Client to manage the checking and analysing of all utility quotations for diversions, new utility works and any other quotes, providing our recommendations on a commercial only basis.

To assist the client to resolve any queries relating to quotations obtained prior to an appointment being made.

Key Tasks

The role is varied covering numerous aspects of day to day coordination and administration. Including:

- Arrange and maintain Comms and Incumbent enquiries.
- Coordinate Utility applications and obtain Budget and Firm Utility quotation from Service providers.
- Progress with any diversions/disconnections/meter removals quotes that may be required.

- Keep Utilities Summary Schedule up to date based on responses and report to client on a regular and timely basis.
- Arrange to produce Existing Utility Constraints Layouts or Proposed Combined Services Layout on projects.
- Filing and assisting in maintaining paper and electronic filing system records and correspondence including any archiving.
- Keeping all other office records up to date.
- Helping with maintaining stationary inventory, checking stock levels, placing orders.
- Answer telephone calls giving information to callers, take messages, transfer calls.
- Liaising with members of staff in other regional offices as and when required.
- General house-keeping around office and dealing with any queries that may arise.
- Any other duties that may be required from time to time by the Director or Manager to fulfil role and assist the office.

Applicants should have a good standard of IT skills and be proficient in Microsoft packages including Outlook, Word and Excel, verbal and written communication as well as an excellent telephone manner. If you are self-motivated, display a positive attitude and work well within a small team environment then you could be an ideal candidate to join us.

Remuneration and Benefits

TDSSW is a great place to work. We believe in fostering a culture that values our people and inspires each of us to be the best we can be. If you have the drive, can do attitude and ambition to take on new challenges and want to develop and broaden your own skills with a company that is packed with great energy, opportunities, and a place where you can accelerate your career, then TDSSW is the right place for you and you are the kind of person we would like to talk about our vacancies!

- Competitive salary
- Clear career pathways with development opportunities as the business grows.
- Company Pension scheme (NEST)
- 23 days holiday per year + Bank Holidays (increasing the longer you stay with TDS up to a maximum of 30 days)
- A discretionary yearly bonus scheme available depending on the individual and company performance.
- Hours are 8.30am – 5.00pm with one hour for lunch. Work from home on Fridays and finish early at 4.00pm.
- Allocated parking on site.
- Laptop provided.