



RGI UTILITY CONSULTANTS  
A PROACTIVE COMPANY

# WE'RE HIRING

## UTILITY COORDINATOR

### ABOUT US

RGI Dry Utility Consultants, a company of Proactive Engineering Consultants, is an industry leader providing specialized Dry Utility Consulting services to public agencies and private companies throughout California. Some of our project experience consists of power transmission and power communications coordination, master planned communities, industrial complexes, retail centers, commercial spaces, and parks. RGI delivers the highest level of service to clients, consultant teams and construction staff.

### DESCRIPTION

Entry level Utility Coordinator position. We will provide Utility Coordination/CAD Training. Tasks to include; project status reports, client coordination, weekly coordination meetings, coordination with utility personnel.

This is an entry level utility coordination-clerical type opportunity within a Civil Engineering, Surveying, and Dry Utility Firm. We support your growth with advancement opportunities. Education is encouraged with a tuition reimbursement policy and on the job training.

**Hours Per Week:** Full-Time position, 32-40 hours

**Hourly Wage:** \$20.00-\$23.00/hour, dependent on experience

**Office Location:** Near 91/15 freeway in Corona, CA

#### Benefits:

- Vacation, CA Sick, Holiday, Flex Work Schedule
- Offered after eligibility period met: 401k, Medical, Dental, Vision, Life Insurance

### PROFESSIONAL REQUIREMENTS

- Exceptional organizational and professional verbal and written communication skills
- Proficient /knowledgeable in all Microsoft Office programs (Excel, Word, and Outlook being of highest importance), knowledge of Bluebeam, Auto CAD is a bonus
- Must have attention to detail, follow direction well, and work well with others
- Prefer someone with a desire to work for a company long term (this is not a temporary position)
- Ability to prioritize tasks and manage time efficiently
- Six-month experience working in an office environment is preferred, data entry/ keyboarding, e-mailing, scanning
- Minimum High School graduate who is motivated, eager to learn, and resilient and willing to take community college courses to boost learning of CAD skills, as needed.
- Tuition Reimbursement of "approved" college courses available - after passing 90-day on job training program, maintain a "B" for course, must read company policy information for reimbursements (Auto-CAD Drafting Technology/Engineering community college series)
- Valid Driver's License with good driving record required – for possible field visits or errands

### GET IN TOUCH

✉ [info@ProactiveEngineering.net](mailto:info@ProactiveEngineering.net)

🌐 [ProactiveEngineering.net/careers](http://ProactiveEngineering.net/careers) **APPLY HERE**