PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for supervising and coordinating staff and work relating to infrastructure, ensuring compliance with ordinances; reviews and approves infrastructure permit issuance processes relating to water, sanitary sewer, storm water, watershed development and floodplain regulations; and performs other related assigned duties.

ESSENTIAL TASKS:

- Administers community floodplain management activities pursuant to the National Flood Insurance Program Community Rating System
- Coordinates and reviews Construction Certificates for quality control
- Coordinates, supervises, and may assist subordinates in the infrastructure permit issuance which includes water, sanitary sewer, and watershed development concerns
- Provides advanced level technical code compliance review and assessment of building permit applications and infrastructure connection permit applications
- Reviews, interprets construction plans, specifications, ordinances, codes, regulations, and other related documents for subordinates regarding permit applications
- Conducts investigations, determining and providing options and resolves citizen complaints
- Communicates and consults with internal staff, external clients and stakeholders regarding infrastructure pre-submittal and construction work
- Interprets and relays pertinent information related to codes, ordinances, and utility location
- Assists in presenting alternative solutions to address compliance and project issues
- Composes, updates, and maintains records and information, logs, reports, and related documentation for computerized filing system for staff reference and for archival purposes
- Participates as a post disaster response personnel in conjunctions with the Tulsa Area Emergency Management agency (TAEMA)
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from an accredited college or university with a bachelor's degree in a field relevant to the essential tasks listed in this job description; and
   (b) Four (4) years of experience relevant to the essential tasks listed in this job description; or

2. (a) Graduation from an accredited college or university with a master's degree in a field relevant to the essential tasks listed in this job description; and
   (b) Two (2) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:
- Considerable knowledge of the principles, practices, and methods of subprofessional engineering
- Knowledge of applicable federal, state and local laws, codes, regulations and/or ordinances

Ability to:
- Ability to interpret and enforce technical ordinances and regulations
• Ability to perform research, collect data, prepare reports and recommend and present findings clearly
• Ability to interpret engineering plans and specifications
• Ability to plan and supervise the work of subordinates
• Ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization

Skill in:
• Skill in providing excellent customer service
• Skill in providing alternative solutions to code compliance issues

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 30 pounds, with occasional lifting and carrying up to 50 pounds; occasional pushing up to 20 pounds; occasional pulling up to 50 pounds; may be subject to walking over rough terrain and objects, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1. A valid Class "D" Oklahoma Driver license; and,
2. Certification as a Certified Floodplain Manager.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather.

EEO Code: E-02
Group: Engineering, Planning, and Technical
Series: Subprofessional Engineering and Technical