PURPOSE OF THE CLASSIFICATION: Under direction, is responsible for directing staff in the timely and accurate execution of engineering solutions, real property acquisitions, utility relocations, asset management, Geographic Information System (GIS) attribution and analysis, and long range capital planning, working cooperatively with contractors and developing capital improvement projects for City of Tulsa enterprise funded projects as well as overseeing sales tax funded projects; and performs other related assigned duties as assigned.

ESSENTIAL TASKS:
- Attends meetings with City Departments, elected officials, and external organizations to coordinate projects, disseminate information, and ensure compliance with applicable policies and procedures, as well as ordinances, local, state, and federal laws and regulations.
- Administers, plans, and directs staff involved in the development of long-range capital planning as it relates to the City’s infrastructure, identifying needs and best practices for capital projects.
- Analyzes, reviews, and recommends approval of the acquisition of rights-of-way, licenses agreements, and construction in utility easement agreements in compliance with applicable policies and standards and communicates needs and areas of concern to elected officials.
- Analyzes, reviews, develops, and recommends approval of grant applications based upon review of eligibility and viability for projects and funding opportunities.
- Interprets laws, ordinances, regulations, and policies for projects and directs staff accordingly, including laws related to rights-of-way acquisition policies, utility franchise agreements, Americans with Disabilities ACT (ADA), American Association of State Highway and Transportation Official guidelines, and the Manual for Uniform Traffic Control Devices (MUTCD).
- Review and approves real property acquisition and condemnation, reviewing the methodology to determine if condemnation/disposition is in compliance with applicable policies and procedures.
- Works cooperatively with the City’s Authorities, Boards, and Commissions, the administration, and elected officials to present technical information and reports.
- Hires, separates, trains, and monitors employees and employee work performance, providing training and educational opportunities for staff and ensuring delivery of high-level customer service.
- Directs staff using GIS and spatial analysis to some complex problems.
- 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 the following option or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Graduation from an accredited college or university with a bachelor’s degree in engineering or a field relevant to the essential tasks listed in this job description; and,
   (b) Nine (9) years of responsible experience relevant to the essential tasks listed in this job description.

Knowledge, Abilities, and Skills:
Knowledge of:
- Comprehensive knowledge of engineering objectives, purposes, methods, and best practices.
- Comprehensive knowledge of the laws, ordinances, statutes, and rules and regulations relating to the management, administration, planning, development, design, construction, property acquisition, GIS, and the maintenance of municipal infrastructure systems.
- Comprehensive knowledge of the principles and practices of municipal engineering, particularly as they apply to the planning, design, and construction of water, wastewater, transportation, stormwater, and public facilities.
- Comprehensive knowledge of the City of Tulsa Franchise agreements and rights-of-way occupancy.
ordnance(s)

- Considerable knowledge of long-range planning as it pertains to public works projects
- Good knowledge of the methodology and techniques land acquisition and real estate law
- Working knowledge of the principles, best practices, and methodology of project management as applicable to managing teams working with GIS, computer-aided drafting (CADD) and design procedures, hardware devices, CADD software applications, regional databases, and operating systems
- Working knowledge of the means, methods, and materials utilized for private utility construction
- Working knowledge of the City of Tulsa Real Property Acquisition policies and procedures, as well as applicable local, state, and federal laws pertaining to rights-of-way acquisition, including Uniform Relocation Assistant and Real Property Acquisition Act and Policies
- Working knowledge of Oklahoma land law(s), methods, and techniques of land surveying and real property descriptions

Ability to:

- Ability to utilize the highest level of interpersonal skills to select, supervise, direct, motivate, and develop all levels of staff
- Ability to objectively identify and resolve complex issues with both internal and external customers
- Ability to prepare and present comprehensive reports and communicate effectively both verbally and in writing
- Ability to supervise personnel in a variety of engineering functions

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; occasional carrying up to 10 pounds; occasional pushing and pulling up to 5 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

a) Possession of an Oklahoma Class “D” Driver license; and,
b) Possession of a Professional Engineering License (PE) or the ability to obtain an Oklahoma Professional Engineering License within six (6) months of date of hire.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: E-01
Group: Engineering Planning and Technical
Series: Professional Engineering