PURPOSE OF THE CLASSIFICATION: Under general direction manages the coordination of utilities related engineering projects for the Public Works Department, Water & Sewer Department, Department of City Experience and the engineering review process for right of way closings, easement closings, licenses and construction agreements; and performs other related duties as assigned.

ESSENTIAL TASKS:
• Manages staff in the distribution of plans and specifications for utility relocations required for Capital Improvement projects, managing relocation projects from conception to completion
• Plans, supervises, sets priorities, and reviews the work and performance of the Utility Coordination staff
• Plans and directs utility coordinators and inspection staff in executing project reviews, relocation designs, relocation inspection, meeting City, State, and Department of Environmental Quality (DEQ) minimum requirements
• Negotiates, administers, and monitors pothole contracts
• Manages staff in the review of License and Construction Agreement and right of way and easement closing applications, overseeing staff communication between applicant, utility companies and internal departments
• Manages the right of way and easement closing application review process and staff communication between applicant, utility companies and internal departments
• Manages closing and agreement fee structure and accounting
• Provides public information and confers with elected officials, department managers, legal staff, professional groups, and contractors involving complex real property issues and utility relocation projects
• Manages staff to maintain production schedules to ensure customer service, communicating policies, procedures, goals, objectives, and training opportunities to staff and administration
• Manages project status reports and coordinates work progress with management, utility service providers and internal customers, preparing and presenting status updates and comprehensive reports
• Reports 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 criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

(a) Completion of one hundred twenty (120) hours from an accredited college or university in engineering construction management, business administration or coursework related to the requirements of this job description; and,
(b) Five (5) years of experience relevant to the essential tasks listed in this job description; including,
(c) Four (4) years of management or supervisory experience

Knowledge, Abilities and Skills:
Considerable knowledge of:
• Engineering principles and practices as applied to utility relocations
• The equipment, materials and methods used in new construction and relocation of utilities
• Applicable laws, ordinances and regulations pertaining to utility construction
• Oklahoma Land Laws, including methods and techniques of land surveying
Ability to:
- Plan, coordinate, schedule, and oversee all utility relocation and construction projects
- Prepare, review and interpret engineering plans and specifications
- Coordinate real property and easement acquisitions and issues with engineers, attorneys, contractors and involved parties
- Effectively communicate field conditions based on survey analysis and Subsurface Utility Engineering (SUE) analysis
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

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

Licenses and Certificates: Possession of a valid Oklahoma Class “D” Driver License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; requires some travel to various locations to perform inspections.

EEO Code: E-03
Group: Engineering, Planning and Technical
Series: Subprofessional Engineering and Technical