

CLASS TITLE: PLANS REVIEW COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for coordinating privately financed public improvement construction project contract procedures; and reviewing, determining and approving other public works plans; and performs other related assigned duties.

ESSENTIAL TASKS:

- Coordinates the privately financed public improvement process with developers, consulting engineers and City departments
- Prepares and issues privately financed public improvement permits
- Prepares and submits source documents for plan review and permit fees
- Researches and makes onsite detention determinations for proposed developments as requested by Tulsa Metropolitan Area Planning Commission, developers and other individuals
- Assists in the training of administrative support personnel
- Reviews and approves stormwater pollution prevention plans
- Provides and explains stormwater management information to developers, consulting engineers and individuals
- Administers the development plat review process for the Public Works department
- Attends Tulsa Metropolitan Area Planning Commission Technical Advisory Committee meetings
- 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: Graduation from an accredited college or university with a bachelor's degree in construction management, civil engineering or a related field and at least two (2) years of responsible experience in construction project management involving public works engineering and/or contracts; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of construction management principles and practices; and considerable knowledge of applicable laws, ordinances and safety regulations pertaining to the design and construction of public works projects. Ability to adapt approved City engineering infrastructure methods and standards to the design of privately funded public improvement projects; ability to detect and resolve design conflicts; ability to communicate effectively in both verbal and written form; and the ability to understand and influence the behavior of others within the organization, customers, or the public 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; frequent lifting and pulling up to 15 pounds; occasional carrying and pushing up to 15 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather; and requires some travel to various City locations to conduct field visits.

Class Code: 2561

EEO Code: N-02

Pay Code: AT-32

**Group: Engineering, Planning, and Technical
Series: Inspection**

Effective date: April 11, 2002