

## **CLASS TITLE: PAVEMENT CUT PERMIT COORDINATOR**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision specializes in responsible administrative/technical work, review of pavement construction plans and coordinates the City of Tulsa's utility cut pavement permit system process pursuant to adopted ordinances, standards and specifications and other related assigned duties.

### **ESSENTIAL TASKS:**

- Reviews construction plans for line grade and elevations, right of way and utility easement conflicts, ensuring compliance with ordinances, standards and specifications
- Reads and interprets street, water, sanitary and storm sewer documents
- Receives, analyzes, reviews and processes pavement cut permits
- Conducts site visits to plan and review pavement cut work and/or resolve complaints
- Coordinates repairs with field inspectors, utility companies and pavement restoration contractors to ensure timely project completion with optimum results
- Provides information for engineers, contractors, inspectors and the general public via the phone and in person, ensuring efficient customer service
- Investigates and monitors Special Event Permits
- Sets up escrow accounts, processes payment requests and balances accounts
- Updates permit data and generates reports utilizing advanced computer software packages
- Writes and edits memos, letters and general correspondence to departmental/contract personnel
- Maintains a computerized filing system for street cut permits and related inspection documentation
- Performs lead responsibilities, including safety/work coordination/scheduling, training
- 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 an associates's degree in construction technology, civil engineering or mathematics or a related field, or sixty (60) college hours, including coursework in construction technology, civil engineering or mathematics; and two (2) years of administrative office experience in the field of pavement maintenance, reconstruction or contract management; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of City of Tulsa pavement cut ordinances and procedures; considerable knowledge of pavement reconstruction techniques, standards and specifications; considerable knowledge of the permit and licensing computer system; and good knowledge of all types of construction methods and materials and engineering principles. Ability to perform and review quantitative equations; ability to read and interpret engineering plans, specifications, maps, plats and atlases; ability to prepare correspondence and reports; ability to use engineering devices and reference materials; ability to communicate both verbally and in writing and successfully resolve complaints; ability to operate and maintain the permit and licensing computer system; 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 steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing and pulling up to 10 pounds; may be subject to walking over rough terrain or objects, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and possession of or ability to obtain an ODEQ "D" License for water and wastewater.

Page 2 (continued from Pavement Cut Permit Coordinator)

**WORKING ENVIRONMENT:** Working environment is primarily indoors and occasionally outdoors and in inclement weather; and requires some traveling to various locations to review sites and/or resolve complaints.

**Class Code: 3520**

**EEO Code: N-06**

**Pay Code: AT-28**

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

**Series: Subprofessional Engineering and Technical**

**Effective Date: June 15, 2010**