

CLASS TITLE: PUBLIC WORKS PLANNING AND COORDINATION MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for monitoring proposed and current rules and regulations, implementing long range planning for capital improvement projects to comply with regulatory requirements; and right-of-way acquisition for all Public Works projects; and performs other related required duties.

ESSENTIAL TASKS:

- Monitors proposed and current rules and regulations
- Plans, assigns, coordinates, and manages a section of professional/non-professional employees engaged in long range planning
- Manages the right-of-way acquisition projects
- Develops long range plans for public improvements
- Reviews work for accuracy
- Assists in the selection of independent engineering consultant contracts
- Negotiates consultant contracts
- Coordinates with other section chiefs concerning capital improvement project planning
- 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 civil engineering, and at least eight (8) years of responsible experience administering design and construction projects and contracts.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of civil engineering and long range planning pertaining to Public Works projects; and good knowledge of the methods and techniques of land acquisition and real estate law. Ability to manage a group of employees in various tasks involving Public Works planning; ability to prepare and present comprehensive reports and communicate effectively both verbally and in writing; and the 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.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 5 pounds; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Registration as a professional engineer in the State of Oklahoma.

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

Class Code: 1048

EEO Code: E-01

Pay Code: EX-52

Group: Engineering, Planning and Technical

Series: Professional Engineering

Effective Date: July 1, 2000