CLASS TITLE: DEVELOPMENT SERVICES INFRASTRUCTURE MANAGER

PURPOSE OF THE CLASSIFICATION: Under administrative direction manages private development of infrastructure in the City of Tulsa supporting economic growth, the plans review section processes and provides administrative and engineering support as customer service to consulting engineers working for industrial, commercial or residential developers and performs other related assigned duties.

ESSENTIAL TASKS:
- Coordinates developers and consultants in the design process of privately funded public infrastructure
- Manages the Development Plans Review section, communicating policies, procedures, goals and objectives
- Manages, reviews and approves private development of infrastructure attained for ownership and operation by the City of Tulsa, including streets, water/sanitary sewer mains, stormwater facilities and implementation of the City’s floodplain management program as part of private development
- Manages the development plans review process for compliance with City standards
- Interprets plans, ordinances, codes, criteria and regulations pertaining to development projects for the public and subordinates
- Attends conferences and appeal proceedings on development plan issues
- Manages training and development and the section’s personnel issues, recruitment, retention, evaluation and termination
- Conducts high profile negotiation agreements with developers and City officials ensuring an amicable resolution and compliance with City policies, standards and ordinances
- Evaluates and compiles information for record maintenance and report preparation
- Reviews and makes recommendations regarding ordinances
- Analyzes complex designs and resolves problems concerning streets, water and sanitary sewer mains, stormwater drainage site grading and development and other basic civil construction
- Regularly attends council, commission and board meetings to explain development policies, ordinances, procedures and projects
- Analyzes customer inquiries and develops service strategies for prompt and efficient responsiveness
- Manages and conducts the physical archival of applications, plans and other documents
- Participates in developing and monitors the section's budget
- Manages and reviews elevation certificate process for the National Flood Insurance Program (NFIP)/Community Rating System (CRS)
- Conducts quality control reviews for Letters of Map Revisions (LOMR), conditional LOMR’s and LOM amendments for FEMA floodplain and City regulatory areas
- Conducts meetings with development community to facilitate new developments
- Coordinates the Plans Development activities with other City departments and state and federal agencies
- Supervises the House and Street Address Program
- Participates in the implementation of the Stormwater Management Program
- Issues permits for Capital Improvement Project designed in Engineering Services
- Maintains liaison and regularly meets with public and private organizations
- 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 eight (8) years of progressively responsible experience after licensure in building design, structural systems or building industry development supervision functions.

Knowledge, Abilities and Skills: Considerable knowledge of engineering principles and practices; considerable knowledge of hydrology and hydraulics and associated programs; considerable knowledge of the equipment, materials and methods used in construction and maintenance projects; and good knowledge of applicable laws, ordinances and safety regulations pertaining to the design and construction
of civil engineering projects. Ability to interpret plans and specifications; ability to adapt approved City engineering infrastructure methods and standards to the design of privately funded public infrastructure projects; ability to analyze and detect design conflicts and resolve the same; ability to communicate effectively both verbally and in writing; ability to successfully negotiate highly sensitive issues; ability to coordinate various entities and communicate concisely and effectively in facilitating development plans process; ability to plan and manage the work of professional, technical and clerical personnel; 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; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking over rough terrain, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling, 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; registration as a professional licensed engineer in the State of Oklahoma; and shall obtain certification as a Floodplain Manager within one (1) year of hire date.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and requires some travel to various locations for on-site visits.

Class Code: 1042
EEO Code: E-02
Pay Code: EX-52

Group: Engineering, Planning, and Technical
Series: Inspection

Effective date: October 15, 2007