

CLASS TITLE: UTILITIES COORDINATION MANAGER

PURPOSE OF THE CLASSIFICATION: Under general supervision manages the coordination of utility related engineering projects for the Engineering Department. Manages the Engineering review process for right of way closings, easement closings, license and construction agreements and performs other related duties as assigned.

ESSENTIAL TASKS:

- Manages the distribution of plans and specifications for utility relocations required for Capital Improvement Projects
- Plans, supervises, sets priorities, and reviews the work and performance of the Utility Coordination staff
- Manages staff in the review of License and Construction Agreement applications and staff communication between applicant, utility companies and City Departments
- Manages right of way and easement closing applications review process and staff communication between applicant, utility companies and City Departments
- Leads staff to identify easement encroachments and solutions for removal of these encroachments
- Oversees staff to verify and instruct consultant on necessities for relocation on contracted work
- Attend various meetings with other City departments and outside organizations to coordinate, communicate, and contribute regarding the City's best interests
- Attends and presents relocation plans and schedules at public meetings
- Maintains project status reports and coordinates work progress with management, utility service providers and other City departments
- Coordinates with utility service providers for compliance with all City, State and Federal requirements
- 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 engineering construction management, Business Administration or a related field, supplemented with college coursework in surveying; and four (4) years of engineering, construction and surveying experience with at least two (2) of the four years of experience in utility design and construction; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of engineering principles and practices as applied to utility relocations; considerable knowledge of the equipment, materials and methods used in new construction and relocation of utilities; considerable knowledge of applicable laws, ordinances and regulations pertaining to utility construction; good knowledge of Oklahoma Land Laws; good knowledge of the methods and techniques of land surveying; and good knowledge of real estate laws, title work and property descriptions. Ability to plan, coordinate and oversee subordinates performing a variety of utility relocation and construction projects; ability to prepare, review and interpret engineering plans and specifications; ability to coordinate land acquisition with engineers, attorneys, contractors and involved parties; ability to accurately read and write legal descriptions; ability to effectively communicate field conditions based on survey analysis; 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; occasional carrying up to 20 pounds; occasional pushing up to five 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's License.

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

Class Code: 1187

EEO Code: E-03

Pay Code: EX-40

Group: Engineering, Planning and Technical Group

Series: Subprofessional Engineering and Technical Series

Effective date: July 23, 2018