

CLASS TITLE: RIGHTS-OF-WAY (ROW) CONSTRUCTION INSPECTOR MANAGER

PURPOSE OF THE CLASSIFICATION: Under general supervision manages the use of public right-of-way (ROW); administers the billing and collection system for related contracts; acts as a liaison and coordinator between contractors and inspectors and investigates and resolves complaints to ensure compliance with all City, State, and Federal requirements and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, supervises, reviews, and directs the work of staff; and ensures necessary training of staff
- Reviews case files, cost estimates, bids, and specifications
- Responds to citizens permit inquiries and complaints from citizens and contractors; resolves issues
- Coordinates utility service providers to maintain compliance with all City, State and Federal requirements
- Coordinates field investigations to clarify relocation plans and acts as liaison between contractors, inspectors, utility companies, the public and the City.
- Maintains project status report and coordinates work progress with management, utility service providers and other City departments
- Attends meetings on behalf of higher management as directed
- Coordinates the processing of applications for various permits and fees:
- Oversees the reviews, and maintains engineering support documents, to ensure code compliance in the issuance and/or extension of permits, and exercises judgement in decisions regarding permitting issues.
- Calculates, compiles and analyzes permit and occupancy fees and annual expenditures.
- 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, science, telecommunications, business, construction, or related field; and a minimum of three (3) years' experience in a professional business environment with considerable public contact; including a minimum of one (1) year of experience in construction management, job site supervision, telecommunications and/or public utility industry; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of ordinance, policies, standards, and specifications; good knowledge of construction materials methods, construction code, and the Manual of Uniform Traffic Control Devices (MUTCD) Book; good knowledge of computer operations and the use of software applications; adequate understanding of EnerGov program; ability to utilize the following formulas: sight triangle, street repair cost, traffic count, street degradation; ability to read maps, plans, and atlas pages; ability to communicate effectively, both verbally and in writing; intermediate math, problem solving and decision-making skills.

Physical Requirements: Physical requirements include vision, speech, and hearing sufficient to perform the essential tasks; arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, and telephone, including using repetitive motion; occasional walking, standing, pushing, pulling, reaching, crouching, kneeling, stooping, bending, balancing, and lifting up to 10 pounds.

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 locations.

Class Code: 1041

EEO Code: E-02

Pay Code: EX-36

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Group: Engineering, Planning and Technical
Series: Inspection

Effective Date: February 5, 2020