



# CLASS TITLE | INFRASTRUCTURE PERMITS SUPERVISOR

PAY GRADE: EX-44 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 1223

Effective Date : 05/25/2022

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for supervising and coordinating staff and work relating to infrastructure, ensuring compliance with ordinances; reviews and approves infrastructure permit issuance processes relating to water, sanitary sewer, storm water, watershed development and floodplain regulations; and performs other related assigned duties.

## ESSENTIAL TASKS:

- Administers community floodplain management activities pursuant to the National Flood Insurance Program Community Rating System
- Coordinates and reviews Construction Certificates for quality control
- Coordinates, supervises, and may assist subordinates in the infrastructure permit issuance which includes water, sanitary sewer, and watershed development concerns
- Provides advanced level technical code compliance review and assessment of building permit applications and infrastructure connection permit applications
- Reviews, interprets construction plans, specifications, ordinances, codes, regulations, and other related documents for subordinates regarding permit applications
- Conducts investigations, determining and providing options and resolves citizen complaints
- Communicates and consults with internal staff, external clients and stakeholders regarding infrastructure pre- submittal and construction work
- Interprets and relays pertinent information related to codes, ordinances, and utility location
- Assists in presenting alternative solutions to address compliance and project issues
- Composes, updates, and maintains records and information, logs, reports, and related documentation for computerized filing system for staff reference and for archival purposes
- Participates as a post disaster response personnel in conjunctions with the Tulsa Area Emergency Management agency (TAEMA)
- 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: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from an accredited college or university with a bachelor's degree in a field relevant to the essential tasks listed in this job description; **and**  
(b) Four (4) years of experience relevant to the essential tasks listed in this job description; **or**
2. (a) Graduation from an accredited college or university with a master's degree in a field relevant to the essential tasks listed in this job description; **and**  
(b) Two (2) years of experience relevant to the essential tasks listed in this job description

## Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the principles, practices, and methods of subprofessional engineering
- Knowledge of applicable federal, state and local laws, codes, regulations and/or ordinances

Ability to:

- Ability to interpret and enforce technical ordinances and regulations



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- Ability to perform research, collect data, prepare reports and recommend and present findings clearly
- Ability to interpret engineering plans and specifications
- Ability to plan and supervise the work of subordinates
- 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

Skill in:

- Skill in providing excellent customer service
- Skill in providing alternative solutions to code compliance issues

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 30 pounds, with occasional lifting and carrying up to 50 pounds; occasional pushing up to 20 pounds; occasional pulling up to 50 pounds; may be subject to walking over rough terrain and objects, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1. A valid Class "D" Oklahoma Driver license; **and**,
2. Certification as a Certified Floodplain Manager.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather.

**EEO Code: E-02**

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

**Series: Subprofessional Engineering and Technical**