



# CLASS TITLE | PAVEMENT AND UTILITY CUT PERMIT COORDINATOR

PAY GRADE: AT-32 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 2638

Effective Date : 08/24/2022

**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW\*\***

**PURPOSE OF THE CLASSIFICATION:** Under general supervision specializes in responsible administrative/technical work, review of pavement construction plans and coordinates the City of Tulsa's utility cut pavement permit system process pursuant to adopted ordinances, standards and specifications and other related assigned duties.

### ESSENTIAL TASKS:

- Receives, analyzes, reviews and processes pavement and utility cut permits
- Reads, reviews and interprets utility, street, water, sanitary and storm sewer plans and documents for line, grade and elevations, rights of way and utility easement conflicts, ensuring compliance with ordinances, standards and specifications
- Designs using Computer Aided Design Drafting (CADD) utility, street, water, sanitary and storm sewer plans and documents for line, grade and elevations, rights of way and utility easement conflicts, ensuring compliance with ordinances, standards and specifications (some positions)
- Conducts site visits to plan and supervise repairs with field inspectors, utility companies and pavement restoration contractors to ensure timely project completion, minimize and resolve complaints
- Provides information for engineers, contractors, inspectors, and the general public via the phone and in person, ensuring efficient customer service
- Sets up escrow accounts, processes payment requests and balances accounts
- Updates permit data and generates reports utilizing advanced computer software packages
- Performs lead/supervisory responsibilities, including safety/work coordination/scheduling, training safety coordination, work scheduling the oversight of data collection, data entry, testing requests, and in the training of subordinates.
- Maintains a computerized filing system for street cut and rights of way permits and related inspection documentation
- Writes and edits memos, letters and general correspondence to departmental, utility and contract personnel
- Investigates and monitors Special Event Permits for conflicts with Construction activities
- 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) Completion of sixty hours from an accredited college or university in a field relevant to the essential tasks listed in this job description; **or**  
(b) Graduation from an accredited college or university with an associate's degree in construction technology, civil engineering, or mathematics, or a related field; **and**,  
(c) Four (4) years of increasingly responsible experience relevant to the essential tasks listed in this job description



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## **PAY INCREASE OPPORTUNITY**

Employee will be eligible for a one step increase upon completion of the following:

1. Completion of 15 additional hours in a field relevant to the essential tasks listed in this job description from an accredited college or university, not previously submitted; **and**
2. Two (2) training credit hours from classes not previously completed from the Employee Development Training Course Catalog, or HR sponsored development training, as approved by management; **and**
3. One (1) year of experience working as a Pavement and Utility Cut Permit Coordinator

### Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of applicable City of Tulsa ordinances and procedures
- Considerable knowledge of pavement reconstruction techniques, standards and specifications
- Considerable knowledge of the permit and licensing computer system
- Good knowledge of all types of construction methods and materials and engineering principles

Ability to:

- Ability to perform and review quantitative equations
- Ability to read and interpret engineering plans, specifications, maps, plats and atlases
- Ability to prepare correspondence and reports
- Ability to use engineering devices and reference materials
- Ability to communicate both verbally and in writing and successfully resolve complaints
- Ability to operate and maintain the permit and licensing computer system
- 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 steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing and pulling up to 10 pounds; may be subject to walking over rough terrain or objects, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License. Possession of a valid Oklahoma Class "D" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ) within nine (9) months from date of hire.

**WORKING ENVIRONMENT:** Working environment is primarily indoors and occasionally outdoors and in inclement weather; and requires some traveling to various locations to review sites and/or resolve complaints.



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**EEO Code: N-06**

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

**Series: Subprofessional Engineering and Technical**