



CLASS TITLE | UTILITIES COORDINATION MANAGER

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Class Code: 1263

Effective Date: 07/12/2023

PURPOSE OF THE CLASSIFICATION: Under general direction manages the coordination of utilities related engineering projects for the Public Works Department, Water & Sewer Department, Department of City Experience and the engineering review process for right of way closings, easement closings, licenses and construction agreements; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Manages staff in the distribution of plans and specifications for utility relocations required for Capital Improvement projects, managing relocation projects from conception to completion
- Plans, supervises, sets priorities, and reviews the work and performance of the Utility Coordination staff
- Plans and directs utility coordinators and inspection staff in executing project reviews, relocation designs, relocation inspection, meeting City, State, and Department of Environmental Quality (DEQ) minimum requirements
- Negotiates, administers, and monitors pothole contracts
- Manages staff in the review of License and Construction Agreement and right of way and easement closing applications, overseeing staff communication between applicant, utility companies and internal departments
- Manages the right of way and easement closing application review process and staff communication between applicant, utility companies and internal departments
- Manages closing and agreement fee structure and accounting
- Provides public information and confers with elected officials, department managers, legal staff, professional groups, and contractors involving complex real property issues and utility relocation projects
- Manages staff to maintain production schedules to ensure customer service, communicating policies, procedures, goals, objectives, and training opportunities to staff and administration
- Manages project status reports and coordinates work progress with management, utility service providers and internal customers, preparing and presenting status updates and comprehensive reports
- Reports 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 the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of one hundred twenty (120) hours from an accredited college or university in engineering construction management, business administration or coursework related to the requirements of this job description; **and,**
- (b) Five (5) years of experience relevant to the essential tasks listed in this job description; **including,**
- (c) Four (4) years of management or supervisory experience

Knowledge, Abilities and Skills:

Considerable knowledge of:

- Engineering principles and practices as applied to utility relocations
- The equipment, materials and methods used in new construction and relocation of utilities
- Applicable laws, ordinances and regulations pertaining to utility construction
- Oklahoma Land Laws, including methods and techniques of land surveying



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Ability to:

- Plan, coordinate, schedule, and oversee all utility relocation and construction projects
- Prepare, review and interpret engineering plans and specifications
- Coordinate real property and easement acquisitions and issues with engineers, attorneys, contractors and involved parties
- Effectively communicate field conditions based on survey analysis and Subsurface Utility Engineering (SUE) analysis
- Understand and influence the behavior of internal and external customers 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 5 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 License.

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

EEO Code: E-03

Group: Engineering, Planning and Technical

Series: Subprofessional Engineering and Technical