

CLASS TITLE: STREETS CONSTRUCTION ANALYST

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for administering private construction related activities in the City Rights of Way (ROW) section, coordinating departments to ensure compliance with applicable city, state and federal regulations, maintaining all ROW Construction activity records and other related assigned duties.

ESSENTIAL TASKS:

- Coordinates ROW permitting, construction and privately financed public improvement processes with developers, consulting engineers and City departments
- Processes applications and reviews and maintains engineering support documents to ensure code compliance in the issuance and/or extension of ROW Construction permits, exercising judgment in decisions regarding issuance issues
- Collects fees and coordinates the billing and collection system's manual and computer transactions
- Assists contractors and general public in processing permit applications
- Maintains the ROW construction permit electronic database
- Attends and/or conducts meetings to ensure timely completion of ROW Construction projects
- May perform periodic and/or final construction project inspections
- Maintains electronic mapping system utilizing internally generated or electronic files provided by contractors, developers and outside agencies
- Coordinates construction activities with field inspectors and contractors, developers and outside agencies
- Assists in the preparation of annual budget for the ROW Administration section
- Acts as liaison to the Mayor's action center and the public involving ROW Construction activity inquiries/complaints and prepares follow-up reports
- Compiles and analyzes permit fees and annual expenditures
- Reviews planned construction, quantity and cost estimates and makes recommendations as to feasibility
- Maintains records and files requiring independent gathering of facts
- Operates the automated permit and inspection computer program
- Provides backup to the ROW Occupancy Administrator
- 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 or business and two (2) years of engineering related experience, preferably in a professional business environment with considerable public contact, demonstrating knowledge of the 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 civil construction practices, including installation methods, civil engineering practices and related traffic issues; considerable knowledge of the equipment, materials and methods used in the construction and restoration of street surfaces; considerable knowledge of applicable laws, ordinances and regulations pertaining to utility construction; considerable knowledge of word processing, spreadsheet and database applications; and considerable knowledge of mathematics required to perform engineering calculations. Ability to enforce and interpret technical ordinances and regulations, and the ability to courteously and tactfully communicate with fellow workers, staff from various departments, contractors, utility industry representatives and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing and smelling; and vision, speech and hearing sufficient to perform the essential tasks.

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; may be exposed to traffic, confined spaces, temperature/weather extremes and climbing hazards; and requires travel to various City locations.

Class Code: 2587

EEO Code: N-02

Pay Code: AT-32

Group: Engineering, Planning and Technical

Series: Subprofessional Engineering and Technical

Effective Date: October 21, 2011