

CLASS TITLE: UTILITIES COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for coordination of utility related engineering projects for the Engineering Department and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, directs, assists, and reviews the work of subordinate inspectors
- Coordinates with utility service providers for compliance with all City, State and Federal requirements
- Performs inspections of utility conflicts and relocations for conformance with construction plans
- Reviews construction plans, identifies utility conflicts and makes recommendations for adjustments
- Coordinates field surveys to clarify relocation plans
- Investigates and resolves complaints
- Acts as liaison and coordinator between contractors, inspectors, engineers and the public
- Maintains project status report and coordinates work progress with management, utility service providers and other City departments
- Verifies quantities and reviews cost estimates submitted by utilities
- Processes right-of-way and easement closure requests and private improvements in public right-of-way license agreements
- Processes encroachments and notice of public improvements, including review of legal descriptions and exhibits to be filed of record
- Coordinates District Court actions with City departments and legal staff
- 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 an associate's degree in business or public administration or a related field, and five (5) years of experience in streets and utility construction work; preferably including three (3) years experience as a Construction Inspector, including one (1) year as a supervisor; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of a variety of construction methods and materials; considerable knowledge of the principles, techniques and terminology of civil engineering as they relate to public works construction; and considerable knowledge of applicable laws, ordinances and regulations pertaining to utility construction; good knowledge of Oklahoma Land Laws; good knowledge of the methods and techniques of the land surveying. Ability to read and interpret complex plans, specifications, and blueprints, and to compare them with actual construction practices; ability to supervise the work of subordinate inspectors; ability to enforce regulations with firmness, tact and impartiality; 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.

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 five 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" 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 to perform inspections.

Class Code: 2019

EEO Code: E-03

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Pay Code: EX-36

Group: Engineering, Planning and Technical Group

Series: Subprofessional Engineering and Technical Series

Effective date: March 18, 2019