

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Right-of-Way Coordinator	BAND/LEVEL:	Tech IV
DEPARTMENT:	Public Works	JOB NO:	3500
DIVISION:	Engineering	DATE:	3/25/12
REPORTS TO:	City Engineer	FLSA STATUS:	NE
FULL-TIME:xxx _____	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 310

REPLACES: Right-of-Way Coordinator

DATE: 6/27/04

JOB SUMMARY STATEMENT:

Administer the City's Right-of-Way Management System, to include authorizing and overseeing all construction or maintenance activities in the City's 6,400 acres of public street right-of-way, under the provisions of the City's right-of-way ordinance and Manual of Infrastructure Standards. Oversees the work of staff members who process right-of-way permit applications and those who assist with right-of-way permit inspections. Coordinates right-of-way management activities with public and private utility companies and private contractors. Assists other City departments on right-of-way matters, to include the City Manager's Office, Law Department, Fire Department, Planning and Development Services Department, as well as the Public Works Traffic Services and Maintenance Division. Serves as the City's primary Work Zone Traffic Control Safety manager for all construction or maintenance activities on or adjacent to City thoroughfares.

DUTIES AND RESPONSIBILITIES:

1. Administers the City's Right-of-Way Management System, including all provisions of the right-of-way ordinance.
2. Oversees the City's ROW permit system – permit plan review, approval, issuance, inspections and closeouts.
3. Oversees the work of staff members who process right-of-way permit applications and those who assist with right-of-way permit inspections. Provides training as required.
4. Coordinates ROW management activities with public and private utility companies and private contractors. Schedules and facilitates pre-construction meetings for major utility or contractor work in ROW.
5. Coordinates ROW requirements with other City departments (City Manager's Office, Law Department, Fire Department, and Planning & Development Services Department) as well as other Public Works Divisions.
6. Ensures all ROW work is done in accordance with the City's Manual of Infrastructure Standards. Provides technical assistance to utilities/contractors who are unfamiliar with the City's standards.
7. Serves as the principal responder for the Public Works Department for all after-hours utility emergencies, to ensure timely and appropriate repair action is taken and to assist the Police Department in addressing any work zone traffic control problems.
8. Serves as the primary Work Zone Traffic Safety manager for the City. Ensures that construction or maintenance work that affects the City's thoroughfare system has the proper work zone traffic control measures in place.
9. Assists citizens and contractors with concerns or questions relating to all aspects of City ROW matters, including work by utilities or contractors in the ROW
10. Ensures that all ROW management policies, procedures and practices are updated, as required, to ensure the City's full compliance with local, state and Federal ordinances, statutes and laws.

Title: Right-of-Way Coordinator
Cost Center: 310
Date: 3/25/12
Page 2

11. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
12. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Associate's degree in Construction Management or an equivalent combination of formal education and work experience. Bachelor's degree in Engineering Management preferred. Possession of an appropriate valid driver's license. Must maintain an insurable driving record. Must obtain Work Zone Traffic Control Supervisor Certification from the American Traffic Safety Services Association within six months of employment.

EXPERIENCE:

Three years of management experience in construction or technical-related field. Five years experience preferred.

SKILLS:

1. Analytical skills
2. Attention to detail
3. Basic math skills
4. Facilitation skills
5. Human relations/interpersonal skills
6. Project management skills
7. Working knowledge of public sector administration
8. Supervisory skills
9. Time management skills
10. Public speaking/presentation skills
11. Good written and oral communication skills
12. Computer software skills in presentation, spreadsheet, word-processing and permit systems management applications.

MENTAL REQUIREMENTS:

1. Ability to meet deadlines
2. Ability to train and guide others
3. Ability to recognize and protect confidential information
4. Ability to prioritize multiple tasks
5. Concentration
6. Mechanical aptitude
7. Logical reasoning
8. Exhibit diplomacy and judgment when working with citizens, contractors and utilities
9. Ability to read and comprehend federal, state, and local policies and regulations
10. Ability to assess situations and use judgment in responding
11. Ability to read and interpret grading plans
12. Ability to read and interpret construction plans
13. Ability to carry out assignments through oral and written instructions
14. Ability to work independently
15. Ability to work in hectic environment with many interruptions
16. Ability to learn and understand PC software applications
17. Alpha and numeric recognition
18. Ability to analyze construction problems and derive solutions to solve the problem

Title: Right-of-Way Coordinator
Cost Center: 310
Date: 3/25/12
Page 3

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination adequate to operate a computer
2. Ability to operate hand tools (inspection aids).
3. Ability to operate City vehicles
4. Ability to walk, reach, stand, crawl, bend, stoop, climb, push and pull
5. Ability to identify and distinguish colors
6. Ability to distinguish smells.
7. Ability to work in confined spaces
8. Ability to visually review maps and plans and to examine construction materials and finished structures
9. Ability to adjust to temperature extremes
10. Exposure to heights, vibrations, high voltage and loud noises
11. Excessive standing and/or walking
12. Ability to make and receive phone calls
13. Exposure to chemicals, fumes, dust, smoke and gases

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.