



CLASS TITLE | PUBLIC WORKS PLANNING AND COORDINATION MANAGER

PAY GRADE: EX-56 | www.cityoftulsa.org/pay

Class Code: 1238

Effective Date :04/19/2023

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for directing staff in the timely and accurate execution of engineering solutions, real property acquisitions, utility relocations, asset management, License Agreements for Construction in Utility Easements, right-of-way closings, and long range capital planning, working cooperatively with contractors and developing capital improvement projects for City of Tulsa bond funded projects as well as overseeing sales tax funded projects; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Attends meetings with City Departments, elected officials, and external organizations to coordinate projects, disseminate information, and ensure compliance with applicable policies and procedures, as well as ordinances, local, state, and federal laws and regulations
- Administers, plans, and directs staff involved in the development of long-range capital planning as it relates to the City's infrastructure, identifying needs and best practices for capital projects
- Analyzes, reviews, and recommends approval of the acquisition of rights-of-way license agreements, and Agreements for Construction in Utility Easements in compliance with applicable policies and standards and communicates needs and areas of concern to elected officials
- Analyzes, reviews, develops and recommends approval of grant applications based upon review of eligibility and viability for projects and funding opportunities
- Interprets laws, ordinances, regulations and policies for projects and directs staff accordingly, including laws related to rights-of-way acquisition policies, utility franchise agreements, Americans with Disabilities Act (ADA), American Association of State Highway and Transportation Official guidelines, and the Manual for Uniforms Traffic Control Devices (MUTCD)
- Review and approve real property acquisition and condemnation for Public Works, Water & Sewer, and City Experience Departments, reviewing the methodology to determine if condemnation/disposition is in compliance with applicable policies and procedures
- Manages staff responsible for utility relocations for capital improvement projects for Public Works, Water & Sewer and City Experience Departments
- Works cooperatively with the City's Authorities, Boards, and Commissions, the administration, and elected officials to present technical information and reports
- Hires, separates, trains and monitors employees and employee work performance, providing training and education opportunities for staff and ensuring delivery of high-level customer service
- Manages staff overseeing outside consultants and contractors in the development of capital improvement projects, asset management, property acquisitions, and utility relocations
- 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) Graduation from an accredited college or university with a bachelor's degree in engineering or a field relevant to the essential tasks listed in this job description; **and**,
- (b) Nine (9) years of responsible experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:



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Knowledge of:

- Comprehensive knowledge of engineering objectives, purposes, methods, and best practices
- Comprehensive knowledge of the laws, ordinances, statutes, and rules and regulations relating to the management, administration, planning, development, design, construction, property acquisition, and the maintenance of municipal infrastructure systems
- Comprehensive knowledge of the principles, practices of municipal engineering, particularly as they apply to the planning, design, and construction of water, wastewater, transportation, stormwater, and public facilities
- Comprehensive knowledge of the City of Tulsa Franchise agreements and rights-of-way occupancy ordinance(s)
- Considerable knowledge of long-range planning as it pertains to public works projects
- Good knowledge of the methodology and techniques utilized in land acquisition and real estate law
- Working knowledge of the principles, best practices, and methodology of project management as applicable to managing teams working with regional databases, and departmental operating systems
- Working knowledge of the City's franchise agreements and rights-of-way occupancy ordinance(s)
- Working knowledge of the means, methods, and materials utilized for private utility construction
- Working knowledge of the City of Tulsa Rental Property Acquisition policies and procedures, as well as applicable local, state, and federal laws pertaining to rights-of-way acquisition, including Uniform Relocation Assistance and Real Property Acquisition Act and Policies
- Working knowledge of Oklahoma land law(s), methods, and techniques of land surveying and real property descriptions

Ability to:

- Ability to utilize the highest level of interpersonal skills to select, supervise, direct, motivate, and develop all levels of staff
- Ability to objectively identify and resolve complex issues with both internal and external customers
- Ability to prepare and present comprehensive reports and communicate effectively both verbally and in writing
- Ability to supervise personnel in a variety of engineering functions

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; occasional carrying up to 10 pounds; occasional pushing and pulling up to 5 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Oklahoma Driver license; **and,**
- b) Possession of a Professional Engineering (PE) License or the ability to obtain an Oklahoma PE License within six (6) months of date of hire

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: E-01

Group: Engineering, Planning and Technical

Series: Professional Engineering