

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Supervisor, Right-of-Way	BAND/LEVEL:	MGT II
DEPARTMENT:	Public Works	JOB NO:	3502
DIVISION:	Engineering	DATE:	11/01/2018
REPORTS TO:	City Engineer	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	310
REPLACES:	Right-of-Way Coordinator	LAST REVISED DATE:	06/15/2018

JOB SUMMARY STATEMENT: Administer the City's Right-of-Way (ROW) Management System, to include supervising ROW inspectors, authorizing and overseeing all construction or maintenance activities in the City's 6,400 acres of public street ROW, under the provisions of the City's ROW ordinance and Manual of Infrastructure Standards. Coordinates ROW management activities with public and private utility companies and private contractors. Assists other City departments on ROW 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. Assists with emergency operations, including snow removal, as required.

DUTIES AND RESPONSIBILITIES:

1. Administers the City's ROW Management System, including all provisions of the ROW ordinance. Provides leadership and management for all ROW section activities and personnel. Responsible for all requirements including selecting, training, performance management and general administration of the ROW staff.
2. Oversees the City's ROW permit system - permit plan review, approval, issuance, inspections and closeouts.
3. Coordinates with the administrative staff to assist their supervisors in providing oversight of the work of staff members who process ROW permit applications and those who assist with ROW 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 and site inspections for major utility or contractor work in ROW.
5. Coordinates with other City departments (City Manager's Office, Law Department, Fire Department, and Planning & Development Services Department), as well as other Public Works Divisions, to provide technical assistance in regards to ROW requirements.
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.
11. Assists in emergency operations, including snow removal, as required.
12. 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. Must be available to visit sites to provide opinions regarding compliance to City's ROW regulations.
13. 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:

- Associates degree in Construction Management or an equivalent combination of formal education and work experience.
- Bachelor's degree in Civil Engineering or related field 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.
- Must have or obtain a commercial driver's license (CDL) within 12 months of employment with the City.
- Kansas City APWA Institute training preferred or must obtain within the first 24 months of employment.
- APWA certified Public Works Professional - Supervision exam preferred or must obtain within the first 24 months of employment.

EXPERIENCE:

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

SKILLS:

- Analytical skills
- Attention to detail
- Basic math skills
- Facilitation skills
- Human relations/interpersonal skills
- Project management skills
- Working knowledge of public sector administration
- Supervisory skills
- Time management skills
- Public speaking/presentation skills
- Good written and oral communication skills
- Computer software skills in presentation, spreadsheet, word-processing and permit systems management applications.

MENTAL REQUIREMENTS:

- Ability to meet deadlines
- Ability to train and guide others
- Ability to recognize and protect confidential information
- Ability to prioritize multiple tasks
- Concentration
- Mechanical aptitude
- Logical reasoning
- Exhibit diplomacy and judgment when working with citizens, contractors and utilities
- Ability to read and comprehend federal, state, and local policies and regulations
- Ability to assess situations and use judgment in responding
- Ability to read and interpret grading plans
- Ability to read and interpret construction plans
- Ability to carry out assignments through oral and written instructions
- Ability to work independently
- Ability to work in hectic environment with many interruptions
- Ability to learn and understand PC software applications
- Alpha and numeric recognition
- Ability to analyze construction problems and derive solutions to solve the problem

PHYSICAL REQUIREMENTS:

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

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct: Right-Of-Way Inspectors

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.