



City of Irving Job Description

Utility Franchise Coordinator

FLSA Status:	EXEMPT	Job Department:	Capital Improvement Program
Job Code:	K301	Reports To (Job Title):	Engineering Manager

PURPOSE

To oversee proper right-of-way utility line installation and utilization, including reviewing and editing engineering plans, conducting and facilitating meetings among stakeholders, preparing and delivering educational presentations, and conducting inspections of right-of-way utilities installations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Review engineering plans for capital improvement projects, including making revisions, communicating revisions to provider, and re-checking correct plan submittals.
- Review, approve, and/or reject permit requests for underground utility construction based on engineering plans and construction guidelines.
- Conduct and/or attend meetings with utilities companies and contractors to review permit applications, relocation plans, methods of construction, and compliance with applicable city ordinances, including facilitating meetings to resolve conflicts arising from crowded right-of-ways.
- Plan, facilitate, and conduct conferences attended by right-of-way providers and Metroplex cities.
- Direct unit staff, which includes interviewing, hiring, organizing work, evaluating, and disciplining.
- Participate in the development of unit work plan, including recommending goals, objectives, policies, and procedures.
- Act as City representative for various associations and coalitions, including Texas Coalition of Cities, Las Colinas Association, and North Central Texas Council of Government.
- Develop recommendations to City Council regarding city-based corporations' desires for additional telecommunication installations.
- Answer and resolve questions and disputes from engineers, contractors, developers, City employees, and the public.
- Conduct inspections of right-of-way utilities (power, gas, cable, telecommunications) installations including assessing compliance with permitted plan, with erosion control standards set by Texas Commission on Environmental Quality, with State of Texas Damage Prevention Act, and with State of Texas traffic control standards.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Prepares and presents programs on right-of-way management to members of the Texas Legislature, Public Utility Commission, Texas Railroad Commission, and Texas Association of Telecommunications Officers and Advisors.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 5 employees.

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 2 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Monitors budgets for utility projects.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade, plus some related college or vocational training.

EXPERIENCE

- At least five (5) years of related experience, including one (1) year of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license.

KNOWLEDGE OF

- Management and Supervision: Division Standard Operating Procedures, personnel motivation, oversight, and evaluation.
- Customer and Personal Service: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Design: Design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Utilities Construction: Engineering and other materials, methods, laws, and tools to safely and accurately complete utilities construction projects.

SKILLS AND ABILITIES IN

- Accuracy: Extreme attention to detail in dealing with numbers, words, and ideas.
- Information Gathering: Knowing how to find information, and identifying essential information.
- Mechanical/Technical: Operating highly-complex computer equipment, including computer-driven communications and mapping systems.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Responsive Engagement: Actively listening and effectively communicating orally and in writing surveying issues to a variety of people ranging from the general public to construction contractors to professional, technical, and non-technical personnel.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

Often interacts with departments such as Water Utilities, Traffic, Parks and Recreation, Police and Fire. Will interact with outside agencies such as franchise companies, Dallas County, DART, TxDOT, Flood Control Districts, DFW Airport, engineering firms and adjacent cities.

EQUIPMENT AND PROPERTY

Personal computer, cell phone, automobile, digital camera, copier and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to listen and see. Frequently, s/he is required to drive a vehicle, grasp, handle, feel, reach, sit, stand, talk, and/or walk. Occasionally, s/he is required to balance, kneel, lift up to 10 pounds, and/or smell. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to outside weather conditions, a dirty environment, electrical hazards, moving mechanical parts, and noise. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.