

Right of Way Coordinator

Description of Work

General Duty Statement

Under direction, coordinates right-of-way activities, including plan review, permitting, overseeing construction projects and restoration within the city right-of-way of varying size and complexity. Coordinates department communication with the public through telephone, email, mailings and the City website. Participates in data collection and updating of assets in the City's geographic information system (GIS).

Distinguishing Features of the Class

Responsible for conducting field inspections and initiating administrative enforcement actions to ensure compliance with applicable Federal, State and Local Codes and Ordinances pertaining to construction within the public Right-of-Way. Employee must be able to read and interpret construction codes, City of Fort Dodge – Webster County ordinances, and other related regulations. In addition, the employee must be able to respond to complaints, document investigation activities and initiate enforcement actions including legal case preparation. Contacts may occasionally be adversarial in nature and the employee must use skill and judgment to resolve both technical and interpersonal problems related to code compliance.

Supervision Received

Works under general supervision of the Chief Development Officer, City Engineer, or other designated supervisor with independence in decisions relating to assignments.

Supervision Exercised

May supervise seasonal employees and/or interns as needed.

Essential Functions & Competencies

- Performs inspection services on a wide range of municipal construction projects and private construction work within the city right-of-way such as bridges, driveways, retaining walls, borings, traffic control, site safety, restoration, and all pertinent Codes and Ordinances.
- Assists citizen, contractors, utility companies and internal staff (e.g., Public Works, Development Services, Parks & Forestry Depts., etc.) with all aspects of City right-of-way matters.
- Researches and gathers data on deeds and legal descriptions.
- Reviews and issues right-of-way permits.
- Makes field determination and notification to the contractor of non-complying work or materials.
- Verifies elevation and other measurements necessary to assure that excavations, backfilling, grading, compaction, alignments, slopes, grades, and elevations are proper.
- Inspects public sidewalks, identifies defects or hazardous conditions, issues notices to repair, and verifies repairs have been made.
- Maintains records and prepares detailed daily diaries and inspection reports on pertinent construction activities for all necessary documentation requirements.
- Develops and maintains records of construction quantities installed by contractors on a daily basis and confirm construction quantities with contractors on a weekly basis.
- Performs data entry in associated software systems.
- Investigates and responds to citizen complaints and responds to questions and comments in a courteous and timely manner.
- Testifies in court, on appeals and when civil infractions are prosecuted.
- Supports continuous improvement initiatives.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Required Knowledge, Skills, and Abilities

- Knowledge of the methods, materials, and standards involved in the construction of a variety of public works construction projects including Iowa Statewide Urban Design and Specifications (SUDAS) and Iowa Department of Transportation Standard Specifications.
- Ability and willingness to communicate and coordinate project needs with supervisors, surveyors, engineers and other engineering department personnel.
- Knowledge of construction materials testing methods and requirements.
- Knowledge of standard specifications governing public works construction and of problems involved with securing adherence by construction forces.
- Ability to make decisions regarding construction-related issues.
- Good interpersonal skills, ability and willingness establish and maintain effective working relationships with employees, contractors, developers, government officials, representatives of various agencies, the general public and others.
- Ability to interpret engineering plans and specifications.
- Ability to create and maintain accurate records and estimates and to prepare reports.
- Ability to calculate quantities used on construction projects.
- Ability to learn and assist in the site location and recording of traffic counts, by electronic means.
- Knowledge of all safety requirements related to the activities of the department (i.e., personal protective equipment, excavation safety, machine and equipment guarding, chemical hazards and labeling, and confined spaces).
- Understanding of the Manual on Uniform Traffic Control Devices (MUTCD) and ability to design traffic control plans, per the Manual, and effectively communicate the plan to contractors and others.
- Ability to determine long range needs and to plan, organize and oversee work for the accomplishment of objectives, with minimal direct supervision.
- Ability to supervise the work of others and assess performance.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Good knowledge of the geography of the city.
- Ability to work effectively as a member of a team to achieve goals.
- Demonstrates proficiency in operating a computer, iPad and modern day office equipment.
- Skill in the use of applicable software programs and willingness to learn new technology.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to deal courteously and tactfully with the public to explain pertinent codes, ordinances and rules.
- Understanding of and respect for the diversity of others including those whose first language may be one other than English.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Ability to be dependable and punctual for work.

Essential Physical & Mental Abilities

Requires the following with or without reasonable accommodations:

- Sufficient clarity of speech and hearing which permits the employee to communicate effectively.
- Vision at the level of 20/40 or better, with or without corrective eyewear, which permits the employee to operate equipment and to monitor work in progress.
- Sufficient sensory observation capabilities which permit the employee to adequately perform inspection duties.
- Occasionally perform work indoors, sitting or standing at a desk in front of a computer.
- Sufficient mental capacity which permits sound decision-making, good judgment, calculating routine mathematical equations rapidly and accurately, interpreting and enforcing laws, codes and procedures.

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- Sufficient manual dexterity which permits the employee to write field notes, draw simple sketches, operate measurement devices, testing equipment, computer, and other technology.
- Routinely perform work outdoors, under a variety of weather conditions, with moderate to high noise level, exposure to dirt, noise, fumes and temperature extremes.
- Sufficient personal mobility and physical reflexes which permits the employee continuously move to visit various job sites throughout the city, frequently stand, walk on various levels of terrain, bend at the waist and knees, stoop, squat, kneel, climb and reach above and below shoulder level to do measuring and testing, lift and carry equipment and materials up to 50 pounds and visit construction projects on-site at various locations.
- Sufficient alertness and considerable mental and visual concentration to ensure attention to detail and accuracy.
- Occasionally use a respirator.
- Subject to hazards including a variety of physical conditions such as proximity to moving mechanical parts, moving vehicles, electrical current, working in places of height or close quarters (i.e., crawl spaces, small, enclosed rooms, narrow aisles of passageways).
- Must not pose a direct threat to the health or safety of other individuals in the workplace or citizens encountered during work.
- Ability to pass employment physicals including drug testing.

Minimum Qualifications

Associate's Degree or an equivalent from a two-year college or technical school in Geography, Civil Engineering Technology, Real Estate or GIS related field; or

High school graduation or GED with two (2) years of technical school including coursework in the following: Civil Engineering Technology, Environmental Science, or Natural Resources. Experience is required in GIS, computer-aided drafting or related engineer training.

Must be able to effectively communicate (orally in person and over the telephone and in writing using electronic devices and handwritten) in English with other employees, businesses and community members.

Valid State driver's license, including a DMV record that is deemed acceptable by the City. Must meet the requirements of the City's motor vehicle policy. Must be insurable and maintain insurability.

Supervisory experience preferred.