



RIGHT OF WAY COORDINATOR

REVISION DATE:
July 2024

BARGAINING UNIT:
NONE

PAY MATRIX:
LEVEL 9

FLSA CLASS:
NON-EXEMPT

REPORTS TO: **CITY ENGINEER**

DIRECT REPORTS: **NONE**

POSITION SUMMARY:

Under the general supervision of the City Engineer, leads ROW Coordinator activities, including plan review, permitting, overseeing construction and restoration, and resolving resident concerns. Coordinates department communication with the public through telephone, email, mailings, and the city website. Assists with Capital Improvement Projects (CIP) and Developer led construction with inspection and ROW restoration. Participates in data collection and updating of assets in the City's Geographic Information System (GIS).

ESSENTIAL FUNCTIONS:

- **Assists citizens, contractors, utility companies, and internal staff with all aspects of City right-of-way matters.**
- **Administers permitting programs for construction work, utilities, oversized and overweight permits, right-of-way obstruction permits and other activities within the public right-of-way. This includes, but is not limited to, reviewing and approving permits, maintaining accurate records and scheduling appointments.**
- **Establishes standards and procedures for consistency within documentation for utility records.**
- **Organizes and maintains utility records.**
- **Conducts on-site inspections of utility installations including gas, electrical, and telecommunications facilities as well as storm sewers, water mains, sanitary sewers, streets, and sidewalks and ensures compliance with City codes and ordinances.**
- **Compiles extensive field notes detailing inspections and reports progress.**
- **Makes on-site decisions involving subgrade preparation, pavement repair and surface restoration.**
- **Identifies non-compliance issues associated with specifications and the inspected construction areas and informs appropriate parties regarding lack of compliance with City standards.**
- **Coordinates activities in the public right-of-way with other City departments as well as outside agencies and the public; plans reviews.**
- **Utilizes software and equipment such as computers and tablets to perform job duties.**
- **Assists with drafting agreements related to work within the public right-of-way.**
- **Interact and assist the public by answering inquiries or explaining procedures related to city permits, codes, inspections and nuisances in order to resolve needs or complaints.**
- **Meets and coordinates with contractors, engineers, utility representatives, homeowners, and residents regarding work with the public right-of-way; coordinates pre-construction meetings on designated projects. Reviews and approves right-of-way permits and licenses, tracks construction & restoration of private utility work in the City's right-of-way.**
- **Serves as a primary point of contact for utility companies utilizing the City's right-of-way and public utility easements and coordinating installation of new utilities and relocation of existing utilities.**
- **Reviews and modifies traffic control plans for street closures.**
- **Research issues and propose solutions to reach agreement.**

- Investigates various public complaints and concerns, especially regarding right-of-way restoration complaints and public construction questions.
- Coordinates written communication with the public. Prepares project notices, letters, public communications, and press releases regarding projects. Updates project status disclosures on the city website.
- Researches and gathers data on deeds and legal descriptions.
- Uses GPS equipment in the field to locate City infrastructure systems such as sanitary sewer, storm sewer, fiber optics, etc. Performs construction staking for small improvement projects.
- Utilizes site plans, as-built plans, final plats, and Global Positional System (GPS) coordinates to update department-relevant data in the GIS. Performs edits using ArcGIS Desktop or ArcGIS Pro.
- Operates City-owned drone equipment. Obtains and maintains necessary licenses.
- Prepare accurate and reliable reports.

PERIODIC JOB DUTIES:

- Coordinates acquisition of easements for public construction projects.
- Develops and maintains organizational, project management, and filing systems as needed.
- Assists Utilities Department with stream inspections, footing drain disconnections and associated grant review, and special projects when time permits.
- Inspect City Capital Improvement projects and Developer led projects.
- Other duties as assigned.

TYPICAL QUALIFICATIONS:

- Any combination of education and experience providing the required skill and knowledge is qualifying. Typical educational qualifications would be equivalent to:
 - Associate degree or an equivalent, from a two-year college or technical school accredited by a United States Department of Educational recognized accreditation body in Geography, Engineering Technology, Real Estate, Environmental Sciences, Natural Resources, or GIS related field, plus two years of experience in construction, construction inspection, engineering drafting, or in a related field required.
 - Experience – Experience beyond high school may be substituted at a rate of two (2) years' experience for one (1) year of education.
- Three (3) to four (4) years of experience in building trades, inspection and code enforcement work, or combination thereof.

PREFERRED QUALIFICATIONS:

- Five years of experience in construction, construction inspection, engineering drafting, or in a related field. Iowa Department of Transportation certifications in Level 1 and 2 Aggregate, Level 1 PCC, and Level 1 HMA. American Traffic Safety Services Association (ATSSA) certification.

SKILLS:

- Strong project organizational skills
- Problem-solving ability appropriate to the work activities.
- Ability to read and interpret construction plans and specifications, blueprints, plats, easement documents, design manuals, pay estimates, and applicable City Code.
- Ability to adapt to a work environment that will change day to day requiring quick departure and reorganization of one's schedule.
- Ability to work independently with intermittent direct supervision.

- Ability to establish and maintain effective working relationships with superiors, co-workers, contractors, utility companies, and the public.
- Ability to obtain Iowa Department of Transportation construction related certifications and pass related tests.
- Excellent oral and interpersonal communication and listening skills including, but not limited to tact, diplomacy and professionalism when dealing with members of the public and staff.
- Strong written communication skills, using both technical and non-technical language.
- Accurate mathematical skills to utilize dimensions on plans to calculate various requirements in permit, license and payment processes within assigned role.
- Ability to operate a computer and all Microsoft Office programs, as well as all typical office equipment such as computers, fax machines, copiers, calculators, multi-line phone systems, and a wide format copier/plotter/scanner.
- Perform job functions adhering to safety guidelines and policies set forth by the city and/or supervisor.
- Skill in record keeping.
- Skill in the use of a variety of machines, including air meter and slump cone.
- Ability to detect defective materials and workmanship.
- Ability to record concise field notes and report progress.
- Ability to concentrate in a diverse work setting.
- Ability to maintain confidentiality.

KNOWLEDGE:

- Knowledge of ESRI ArcGIS software (Desktop / Pro / Collector / Field Maps).
- Knowledge of legal descriptions, real estate titles and transactions.
- Knowledge of the practical application of civil engineering science and technology which includes applying principles, techniques, procedures, survey principles, documents and equipment to the design and production of various goods and services. An understanding of survey principles and documents.
- Iowa Statewide Urban Design and Specifications (Iowa SUDAS) standards.
- Knowledge of OSHA-compliant trench excavations; knowledge of MUTCD standards for road/sidewalk closures; knowledge of guidelines for accessible rights-of-way and ADA standards; and occupational hazards.
- Knowledge of construction materials, methods, and the tools involved in the construction or repair of highways and roads including utility location, easement and construction practices.
- Knowledge of general construction practices and equipment.

WORKING CONDITIONS:

- Potential requirement to lift, carry, push and pull greater than fifty (50) pounds.
- Often bends, stoops and crouches on a regular basis to perform duties in all weather conditions.
- Occupational exposure to bloodborne pathogens or other potentially infectious materials.
- Possible contact with potentially dangerous animals.
- Ongoing contact with the public always has the potential for dealing with irate customers and the public when they have a complaint regarding city services.
- Open manholes, storm drains, and fiber optic handholds.
- The noise level in the work environment is usually loud.

REQUIRED SPECIAL QUALIFICATIONS:

- Valid Iowa Driver's license

The City of Altoona retains the authority to change the job duties included in this job description at any time. The list of duties, responsibilities, knowledge, and skills is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.