

CITY OF GLENDALE

TITLE: Engineering Utility Coordinator CLASS CODE: 782

REPORTS TO: Construction Engineering GRADE: 26
Supervisor

DEPARTMENT: Engineering FLSA: N

JOB SPECIFICATION DATE: October 26, 2005 cm

JOB SUMMARY:

Schedules, coordinates, and supervises the inspections and contract monitoring of utility projects (gas, electrical power, telecommunications and cable) and other public works construction projects in the City of Glendale right of way for specifications compliance.

ESSENTIAL FUNCTIONS:

1. Schedules, coordinates, and supervises the work of Engineering Inspectors responsible for conducting inspections and contract monitoring on utility projects and other public works construction projects.
2. Processes and reviews completed utility right of way permits and associated Engineering Inspectors' time for invoicing to utilities bound by franchise agreements with the City of Glendale.
3. Attends and participates in pre-construction on-site meetings, weekly departmental meetings and project conferences.
4. Reviews and interprets applications for utility permits with potential Joint Trench options and compliance.
5. Supervises the inspection, during construction and upon completion, of placement of utilities for compliance with specifications, guidelines, approved plans, ordinances and standards.
6. Meets with public utilities to determine common routing of utilities; recommends routes and location of new utilities.
7. Recommends priorities and schedules for undergrounding of overhead utility lines; coordinates work with appropriate power companies.
8. Serves on appropriate local committees to address utility issues on a valley wide basis; coordinates with other communities to streamline utility construction practices.
9. Reviews and interprets utility plans, specifications, drawings and blueprints, contract change order requests and materials submittals and certifications.
10. Negotiates with contractors regarding compliance, extra work requests and proposed additions and deletions to the contract.
11. Monitors contractor performance and issues notices and orders to comply, stop work orders, resume work orders and reviews as-built drawings for accuracy and completeness.
12. Coordinates with developers and contractors and serves as liaison between contractors and other City departments.
13. Assists the City Engineer in providing updates to City management and City Council as requested.

SECONDARY FUNCTIONS:

14. Assumes the duties of Construction Engineering Supervisor as necessary.
15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Inspection and testing practices, techniques, applicable specifications and codes.
Uniform Standard Specifications for Public Works Construction, Uniform Standard Details for Public Works Construction, Design Guidelines for Site Development, City Ordinances, A.S.T.M. Standards, A.A.S.H.T.O. Standards, Federal and State O.S.H.A. Regulations and City of Phoenix Traffic and Barricade Manual.
Materials, products and methods used in public works utility construction.
Principles and practices of supervision.

Ability to:

Effectively supervise, train and develop staff.
Plan and organize the work of others.
Read and interpret drawings and specifications and to prepare reports, cost estimates and other construction correspondence.
Communicate effectively verbally and in writing.
Make moderately complex calculations relating to measurement and construction surveying.
Establish and maintain effective working relationships with contractors, businesses, consultants and city staff.
Perform standard testing procedures on utilities to analyze results and take appropriate action.
Monitor and inspect multiple projects and priorities, resolve routine disputes and arrive at sound decisions based upon engineering criteria, policy and procedures. Follow oral and written instructions; communicate effectively both orally and in writing.

WORKING CONDITIONS:

Duties require working around heavy construction equipment, deep trenches, heavy traffic and varying weather conditions.

MINIMUM QUALIFICATIONS:

Requires a two year Associates Degree in Civil Engineering, construction, inspections, or a related field and five years experience in Public Works construction inspections including one year of supervisory experience. Preference is given to candidates with experience in engineering management of utilities and public utility easements and those who possess NICET Level III certification.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Possession of a valid Arizona driver's license.