

(Proposed Revised Specification)

UTILITIES PERMITS MANAGER

DEFINITION

Under general direction, is responsible for managing a consolidated utilities permits and inspections office; performs related duties as required.

EXAMPLES OF WORK (May not include all of the duties that may be performed.)

Develops, implements, and evaluates permitting and inspection processes across divisions to formulate consistent standards, policies, and procedures for all new and repaired utilities;

Manages and oversees inspections of water and sewer taps including repairs/rehabilitation, demolition/cap-off, and reconnections to ensure and protect the structural integrity of the City's utility line infrastructures;

Manages and oversees warranty and takeover inspections to protect the interest and liability of the City;

Ensures utility inspections comply with City, State, and Federal codes, ordinances, specifications, and laws;

Enforces appropriate remedial action by developers and contractors regarding material defects or workmanship issues;

Prepares technical reports and maintains files; evaluates data and makes recommendations on ways to improve operational efficiencies and effectiveness;

Plans, prioritizes, trains, and supervises the work activities of office and inspection subsections;

Calculates applicable capacity and front footage fees in accordance with City Code;

Handles procurement of supplies and equipment and maintains monthly record of inventory;

Serves on new product review committee with the purpose of certifying new products to be used in utility line construction; stays apprised of new technology such as trenchless technology, directional drilling, pipe bursting, epoxy lining, etc.;

Answers complicated/difficult questions regarding utility construction practices, new/old products, on-going inspections, and other related issues;

Analyzes and makes recommendations to modify or establish new City Codes pertaining to utility line connections;

Plans, prioritizes, and monitors the work activities of office and inspection subsections;

Evaluates performance of personnel by developing work standards, recommending disciplinary action if necessary, and signing performance appraisals;

Monitors work activities to ensure compliance with work rules, safety regulations, instructions, plans, and specifications;

Maintains records of work activities, staffing levels, budget requests, and operational reports;

Oversees the fee collection for the office, including recordkeeping, balancing of books, and depositing of funds.

GUIDELINES FOR CLASS USE

This is a single position classification to be used only by the Department of Public Utilities.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree in engineering, construction technology, or another closely related field and five (5) years of experience in the **general construction field that included two (2) years of supervision AND two (2) years of experience in the direct participation or oversight of one of the following activities: Construction, inspection, plan review, installation, or rehabilitation of water or sewer lines**~~construction, inspection, installation, or rehabilitation of water or sewer utility lines, two (2) years of which must have been supervisory.~~
Substitution(s): Additional experience **in the construction, inspection, installation, or rehabilitation of water or sewer utility lines** may substitute for the educational requirement on a year-for-year basis.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of all local, state, and federal codes, including ASTM standards, governing utility line construction and inspection; thorough knowledge of all construction materials, including but not limited to types of pipes, aggregates, and fittings; thorough knowledge of equipment, methods, and materials used in trenchless construction and rehabilitation; general knowledge of surveying practices; general knowledge of supervisory practices and applicable bargaining unit contracts; ability to operate a computer and relevant software; ability to plan and supervise the work of others; ability to read and interpret plans and specifications; ability to deal tactfully and effectively with the public, City officials, and management and subordinates; ability to communicate effectively both orally and in writing; ability to prepare reports and maintain records; ability to establish and maintain cooperative working relationships.

Probationary Period:	365 Days
Examination:	Competitive
Job Family/Group:	Applied Sciences/Engineering and Drafting
EEO/DOJ Job Category:	Professional
Class established:	06-30-08
Current spec:	06-30-08
Commission action taken:	Review/no change Revise
Last reviewed:	04-03-17

The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	CWA
Salary:	Grade 57
FLSA:	Exempt (overtime ineligible)

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Appointing Authority

Date