Job Description

Job Title:	Right-of-Way Technician	Classification:	Classified
Department:	Public Works	Grade:	N4
Occupational Group:	Engineering Support	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs a variety of right-of-way utility work in support of municipal public works programs and projects. Conducts inspections of Right-of-Way work to ensure compliance with City Ordinances.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Performs work required for issuing and monitoring Right-of-Way permits, including initial inspections, final inspections and any required follow-up inspections, which includes street cuts, curb installations, driveways, and sidewalks, sod and street restoration. Utilize ArcGIS for permitting and utility cut locations.
2. Ensures Right-of-Way work being performed is on schedule and complies with the Manual on Uniform Traffic Control Devices (MUTCD) and the City's Construction Standards and Specifications.
3. Monitors work sites for adequate safety practices and compliance with approved traffic control plan.
4. Maintains measurements and traffic control records for repair work performed under city contract and processes corresponding utility billing.
5. Assists with utility relocations on City Right-of-Way for all capital improvement projects.
6. Answers questions and assists the public and contractors regarding right-of-way work.
7. Coordinates preliminary and final review of subdivision plats submitted to the City.
8. Assists with review of preliminary construction plans for utility conflicts and right-of-way purposes. Monitors all right-of-way work.
9. Ensures utility relocations for public improvement projects are complete prior to project bidding.
10. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Enters and maintains data, records, and files.
- Gathers and enters data for GIS applications and use within the Public Works Department.
- Attends and participates effectively at departmental staff meetings and utility coordination meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Sub-professional construction standards and specifications; state and national lighting and utility locate codes, standards, products, and techniques; building codes; procedures for issuing various right-of-way permits; location of streets and addresses in the city; ArcGis and SeeClickFix; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with contractors, other City staff, the public and utility companies; inspecting construction sites to determine compliance with project specifications and applicable construction codes; analyzing and interpreting blueprints, construction plans and engineering designs/drawings; Microsoft Office Suite.

Education: High school diploma or GED equivalent required. An Associate's degree in Civil Engineering, Construction Technology, or closely related discipline is preferred and may be substituted for the experience required on a year-for-year basis.

Experience: Two years' full-time municipal or utility service industry work but may be substituted on a year-for-year basis of preferred educational requirements. Some experience working in live traffic conditions is required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Must complete OSHA 30-Hour Safety Training Course within one (1) year of hire. Must complete and obtain IMSA Work-Zone Temporary Traffic Control Certification within one (1) year of hire.

Physical Demands Requirements and Working Conditions

This position works in both an office classification and in the field. Must possess mobility to work in and around City buildings and facilities; operate a motor vehicle and drive on city streets; stamina and mobility; vision to read printed materials, blueprint, and a computer screen; hearing and speech to communicate in-person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate necessary tools and equipment. The fieldwork requires walking in areas to perform investigations and identify problems and hazards. Positions in this classification requires employees to bend, stoop, kneel, reach when completing inspections. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work. When working outdoors, employees may be exposed to loud noise levels, cold and hot temperatures, heights, slick surfaces, cramped spaces and conditions, and mechanical hazards associated with equipment and other hazards due to working around the public. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2024	Type of Change: New position
Revision details:	