

CITY OF LEE'S SUMMIT, MISSOURI

Job Description



Job Title:	Right of Way Supervisor	
Division:	Engineering and Administration	
Department:	Public Works	FLSA Status: Non-Exempt
Supervisor:	Deputy Director of Public Works/City Engineer	Position:
Date:	February 2021	GRADE: OS4

JOB SUMMARY:

Under the supervision of the Construction Manager, the Right of Way (ROW) Supervisor administers the City's ROW management system. The work includes authorizing and overseeing all construction or maintenance activities in the City's public ROW for compliance with the City's ROW ordinance, conduct final walkthrough inspections of development projects to ensure new public infrastructure meets the City's Design and Construction Manual ordinance. Serves as the City's primary Work Zone Traffic Control safety manager for all construction or maintenance activities on or adjacent to City thoroughfares. Assists other City departments on right of way matters to include Administration, Law, Fire, Police, ITS, and Development Services Departments. This is a supervisory position.

JOB SCOPE:

Supervises the ROW Inspections staff, manages the ROW permitting process, authorizes acceptance of new public infrastructure, oversees large scale projects in ROW, and manages customer service calls related to ROW issues.

ESSENTIAL DUTIES and RESPONSIBILITIES:

1. Supervise ROW inspections team.
2. Administer the City's ROW Management System, including all provisions of the right-of-way ordinance.
3. Oversee the City's ROW permit system. This includes reviewing plans, review permits, verify liability insurance, approve permits, manage ROW inspections, issue stop work orders, and closeout permits.
4. Oversee the work of staff members who process right-of-way permit applications and those who assist with right-of-way permit inspections.
5. Provide training as required.
6. Coordinate ROW construction activities with public and private utility companies and private contractors.
7. Schedule and facilitate pre-construction meetings for major utility or contractor work in ROW.
8. Coordinate ROW requirements with other City departments (City Manager's Office, Law Department, Fire Department, and Planning & Development Services Department) as well as other Public Works Divisions.
9. Provide technical assistance to utilities/contractors who are unfamiliar with the City's standards.
10. Serve as the principal responder for the Public Works Department for all after-hours utility emergencies, to ensure timely and appropriate repair action is taken
11. Serve as the primary Work Zone Traffic Safety manager for the City. Ensure that construction or maintenance work that affects the City's thoroughfare system has the proper work zone traffic control measures in place.
12. Assist the Police Department in addressing any work zone traffic control problems.
13. Assist citizens, contractors and other City departments with concerns or questions relating to all aspects of City ROW matters, including work by utilities or contractors in the ROW.
14. Ensure that all ROW management policies, procedures and practices are updated, as required, to ensure the City's full compliance with local, state and federal laws and regulations.
15. Inspect and coordinates all phases of public and private construction and improvement work to assure that the appropriate construction for compliance with plans, standards, specifications, special requirements, and codes, and regulations.

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16. May assist the Construction Manager by performing the duties of a CIP Resident Inspector, Right of Way Inspector, or Field Engineering Inspector.
17. Performs inspection of blasting operations including procedures, complaints, seismographic testing verification and other testing that may be associated with residential subdivision and commercial development.
18. Calculate and track fees, invoices, and bills to process and collect inspection fees for assigned projects.
19. Review plans, technical specifications, and local codes and ordinances.

PERIPHERAL DUTIES:

1. Serves as member on various employee and other committees.
2. May assist Public Works Operation with snow removal on City streets, sidewalks and parking lots.
3. Performs other duties as assigned.

**The City retains the right to change or assign other duties to this position.*

PERFORMANCE OF THE ESSENTIAL FUNCTIONS OF THIS POSITION REQUIRES:

- Ability to make rational decisions through sound logic and deductive reasoning
- Ability to work independently and manage time effectively, determine priorities, recall directions and details, and to follow-through to complete performance of essential functions
- Ability to effectively prioritize project assignments, track and report project status for multiple projects
- Ability to support an ethical, non-discriminatory and safe work environment

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.

MINIMUM QUALIFICATIONS:

1. High School diploma/GED; and
2. Five (5) years' experience in construction and/or construction inspection; and
3. Five (5) years' experience in right of way inspections and coordination; and
4. ACI Concrete Field Testing Technician – Grade 1 certification required within one year of hire
5. Department of Natural Resources Class D Water or Wastewater or Water Distribution (DS) I, II, or III Certification within one year of hire date.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

1. Interpret pertinent Federal, State and Local laws, codes and regulations
2. Knowledge of heavy construction methods, construction standards, and basic land surveying.
3. Knowledge of state and local laws and guidelines governing utility one-call notification, utility installation, relocation, restoration and interactions within rights of way and easements.
4. Accepted safety standards, skills and methods of construction for roadways and utilities
5. Basic computer skills in word processing, spreadsheets, and databases. Knowledge of AutoCAD, ArcGIS, CityWorks and City View helpful but not required.
6. Read and Interpret complex construction plans



7. Apply technical knowledge and follow proper inspection techniques to examine workmanship and detect deviations from plans, regulations and standard construction practices
8. Ability to work independently, as part of a team and with the public
9. Ability to prioritize multiple projects and meet deadlines
10. Ability to enforce necessary regulations with firmness and tact
11. Ability prepare evidence and testify in municipal and district courts
12. Proficient in local codes, ordinances and state statutes

PRINCIPAL WORKING RELATIONSHIPS:

Interacts and works with Construction Manager, City employees, utility companies, private contractors, law enforcement, codes enforcement, and the general public.

TOOLS and SPECIAL EQUIPMENT:

Computer, including Microsoft Office suite and database software, pipe locator, pressure gages, testing equipment, engineering calculator; motor vehicle; phone; mobile or portable radio, prod rod, shovel, CPN nuclear Density Gauge, pry pinch bar, water valve key, metal locator, fire hose, hydrant wrench, chlorine tester, concrete testing equipment and standard office equipment

PHYSICAL CLASSIFICATION:

- **Medium:** Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to raise or lower an object from one level to another, transport an object, exert force upon an object so that it moves away from or toward the force, or otherwise move objects.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations will be considered to enable qualified individuals with disabilities to perform the essential functions. Physical demands required to perform the essential functions of this position include the ability to:

- Move self between work stations, sites and locations to accomplish assigned tasks with or without accommodation
- Ascend and descend to various heights/depths using variety of ladders, stairs, scaffolding, ramps, poles, or similar equipment necessary to perform the essential functions. Agility is emphasized
- Reposition self to effectively perform essential functions at all levels, heights, and depths, some with restrictive space or limited access and some requiring holding positioning for extended periods of time
- Perceive the attributes of objects such as size, shape, temperature or texture by contact with the items
- Maintain constant contact with various items and tools in order to control their movement or to manipulate them during use and or task completion
- Manipulate and/or adjust items such as switches and dials to reposition, adjust, set, place, engage/disengage
- Utilize computers and other electronic devices associated with essential functions to collect, enter and retrieve data by means of typing, keyboarding or other available methods of data entry/retrieval

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- Frequently raise, lower, move, transport, position, place, install and remove items of various weights
- Exert/apply adequate force to move items of various weights upward, forward, downward and outward in any direction
- Exert/apply adequate force in a sustained motion to draw, haul or tug items of varying weights in any direction
- Access items at approximately 30" distance in any direction
- Maintain stationary, upright position for extended periods of time
- Perform substantial body movements and motions in a repetitive manner as needed to perform essential functions
- Express or exchange ideas verbally and to convey detailed information or complex instructions to others accurately, loudly and/or quickly
- Perceive the nature of sounds at average conversational levels with or without correction, sometimes in noisy environments. Ability to receive detailed information through audio transmission. Ability to determine hazard location and distance by sound discrimination
- Communicate via receiving, comprehending and transmitting complex and detailed instructions or information in oral or written formats and to follow-through to complete required essential functions
- Physically operate motor vehicle as required to obtain and maintain valid state motor vehicle operator's license
- The visual acuity requirements of this position include the ability to:
 - Differentiate between colors,
 - Accurately perceive varying depths,
 - Perform varied essential functions involving extensive reading of print and electronic data, data preparation, entry, analysis, transcription, reporting and visual inspection to insure accuracy,
 - Operate motor vehicle,
 - Perform visual inspections involving small defects, parts, and/or operation of tools, equipment or machines and visually evaluate specific forms associated with the essential functions of the position,
 - Utilize measurement devices,
 - Determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

PSYCHOLOGICAL DEMANDS:

The essential functions of this position require the following while handling psychological stress:

- Ability to remain objective and calm while speaking with emotional, angry, or distraught individuals
- Ability to handle very difficult situations and address personal emotions after the situation has been concluded

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations will be considered to enable qualified individuals with disabilities to perform the essential functions. The conditions the worker will be subject to in this position include:

- Both inside and outside environmental conditions. Not always protected from weather or changes in temperature.

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- Hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- Atmospheric conditions: One or more of the following conditions that affect the respiratory system: Fumes, odors, dusts, mists, gases or poor ventilation.
- Frequently is in close quarters, crawl spaces, shafts, man holes and other restrictive areas



**JOB DESCRIPTION
REVIEW ACKNOWLEDGMENT**

Job Description Title: **Right of Way Manager (2019-02)**

I, the undersigned have been provided with a copy of the above titled job description for my review. My supervisor and/or manager will be available to meet with me and provide an opportunity to ask questions and to discuss my position and this job description.

I understand that this job description lists essential and peripheral duties that are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.

I also understand that the physical requirements and psychological demands identified in this job description are intended to be representative of those encountered while performing the essential functions of this job. Reasonable accommodations will be considered to enable qualified individuals with disabilities to perform the essential functions.

The work environment characteristics listed in this job description are representative of those that may be encountered during the performance of the essential function of this job position are not intended to be all-inclusive.

Employee Signature

Date

Employee Printed Name

Employee Number

Supervisor/Manager Signature

Date