

## City of Oregon City

## Position Description

Position: Right of Way & Construction Manager	Non Represented
Department/Site: Public Works	FLSA: Exempt
Evaluated by: City Engineer	Salary Grade: 141

### **Summary**

The Right of Way & Construction Manager is a position with split but compatible responsibilities for both the development and administration of the rights-of-way utility ordinance, managing existing utility franchises, and management and supervision of the Public Works' Construction Services Division.

The rights of way (ROW) element encompasses managing the ROW program including, but not limited to, solid waste, electrical, natural gas, cable television, and telecommunications. Uses federal, state, and local laws and policies to regulate and manage uses of local public rights-of-way. This position manages and monitors compliance with City Code Chapter 13.34 - Utility Facilities in Public Rights of Way, and existing franchise agreements. Coordinates negotiations with new or renewed franchise entities; and monitors local control of rights-of-way issues.

The Right of Way & Construction Manager position includes managing the City's construction inspection team: overseeing day-to-day development and capital improvement plan construction inspection, ROW user permitting and inspection, and ensuring construction work in the ROW complies with the City's codes, ordinances, standards, and approved plans.

### **Distinguishing Career Features**

The Right of Way & Construction Manager is a newly-created position and is a standalone classification. Advancement to this position is based on City needs, compliance with the job's qualifications, and a demonstrated ability to administer rights of way and construction management practices. The Right of Way element of this position has independent responsibility for a function, a project, or for a total technical/professional function; the Construction Manager element works in a supervisory capacity.

## Essential Duties and Responsibilities

% of Time	ESSENTIAL JOB FUNCTIONS
45%	<p><b>FUNCTION 1: Construction and Staff Management</b></p> <p>Perform advanced technical and professional support specific to the City's construction management needs. Must possess the skills to review construction plans, details, and contracts and then collaborate with the City's Development Engineering and Capital Projects staff with the goal of ensuring the best public assets. A high degree of accuracy in the development and maintenance of contracting records. Supervise Construction Inspection staff.</p>
35%	<p><b>FUNCTION 2: Rights Of Way And Franchise Coordination</b></p> <p>Coordinate and maintain City licensing requirements for use of the rights-of-way and franchise utility agreements and related information and provide summary information on these licenses and agreements as needed. Monitor the status and accuracy of usage fees and franchise payments to the City. Act as the City's primary contact for companies using the rights-of-way for all purposes. Document and monitor utility right-of-way activities; research and develop recommendations supporting the most coordinated and efficient utility company public rights-of-way use.</p>
10%	<p><b>FUNCTION 3: Negotiate Franchise Agreements</b></p> <p>Identify and document issues that may affect the City and community relating to use of the rights-of way by licenses and agreements. Develop a framework for negotiations and renewal of franchise agreements. Address new franchise utility applications, research, and develop initial franchise proposals for negotiating new franchise agreements. Serve as City liaison to boards, commissions, or other organizations and community groups related to private utility activities and services. Investigate and resolve consumer concerns related to compliance with use of the rights-of-way. Assist City Attorney's Office on private utility issues involving potential litigation.</p>
5%	<p><b>FUNCTION 5: Maintain A Safe And Healthful Workplace</b> (Supervisory) This position will incorporate safe work practices with each task performed and actively participate in initiatives designed to promote a safe work environment.</p>
5%	Other duties as assigned:
100	

## Qualifications

- **Knowledge and Skills**

<p>The position requires specialized technical knowledge workflows, data collection, processing, and analysis related to rights of way and construction management/administration. Requires a thorough understanding of procurement practices, from procurement planning to contract closeout. Requires an in-depth knowledge of common office productivity software sufficient to develop presentations and simulations. Requires a working knowledge of utility infrastructure and other utility features to support field crews in maintenance, data collection, and reporting. Requires sufficient math skills to perform cost and statistical calculations, record distances and geographic measures, and economic/budget analysis. Requires sufficient English language skills to document files and drawings, write technical specifications, and prepare contract or bid language. Requires sufficient human relation skills to convey rights of way and</p>
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construction-related terminology to others. Requires the ability to work cooperatively with all citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

- **Abilities**

This position requires the ability to work independently. Ability to maintain expertise and understanding in federal, state, and local laws and regulations pertaining to franchise utility services, public rights-of-way, and public contracting. Ability to develop clear and concise written analysis, reports, and recommendations for review by City administration, elected officials, local regulatory committees, and various community groups summarizing technical issues, contract provisions, and supporting documents. The ability to work with stakeholders and customers to encourage and implement changes for the coordinated use of public rights-of-way. Ability to comply with best business practices and state and local laws to evaluate bid responsiveness and solicitation requirements. Perform submittal analyses for unit price proposals and fixed-price or similar contracts. Ability to develop written policy information. Ability to make effective public presentations to varied audiences. Ability to get along well and maintain effective work relationships with coworkers, representatives from private businesses, franchise utility providers, public agencies, citizens, and elected officials. Demonstrable commitment to promoting and enhancing diversity. Ability to use a computer and required software to perform the essential functions of the position. Ability to attend meetings for extended periods of time and to lift 25 pounds. Requires the ability to perform detailed work thoroughly, neatly, accurately, and efficiently. Requires the ability to read and interpret standard field notes, engineering and construction drawings, and technical specifications. Requires the ability to perform a variety of tasks including producing maps through applications designed by Geographic Information Systems (GIS) staff, and to read and interpret maps, aerial photographs, mapping coordinates, survey documents, and legal documents containing boundary information, right-of-way information, and as-built documents. Requires the ability to conduct field data collection and inspections. Requires the ability to train and offer partial leadership over other technical and support staff.

- **Physical Abilities**

This position requires the ability to function in an office and field environment engaged in work of primarily a moderately active nature. Requires cardiovascular fitness to walk 400 yards over varying terrain. Requires sufficient ambulatory ability to move about to office and outdoor field locations and to bend, stoop, reach, and climb on uneven terrain and in varying weather conditions. Requires auditory ability to carry on ordinary and telephonic conversations. Requires near and far visual acuity to read detailed maps, drawings, and other printed material, computer screens, and observe physical layouts. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment, almost constantly requiring repetitive motions.

- **Education and Experience**

Bachelor's degree or equivalent combination of education, training, and experience in Business Administration, Engineering, Construction Management, Public Administration, or a related field providing the knowledge, skills and abilities necessary to perform the essential functions of the position. Three years of independent work experience overseeing assets located in the public rights-of-way, preferably with a public agency or a franchise utility service company, or in a similar capacity working in energy distribution or consumption services, telecommunications, and/or cable television services. Candidates with adequate background in construction management and a compelling history with administration of programs similar to the City's ROW program, who also have a proven history of initiative and drive to learn our ROW program, should consider applying for this position.

- **Licenses and Certificates**

Valid Oregon driver's license and driving record that meets the standards set by the City of Oregon City.

- **Working Conditions**

Work is performed indoors and outdoors where safety considerations exist from variations in outdoor terrain, exposure to septic conditions, and temperature variations.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*