

Attachment I

CITY OF COSTA MESA
Established Date: xx x,xxxx
Revision Date: xx x,xxxx

Public Right of Way Coordinator

Class Code:
xxxx

DESCRIPTION:

The Public Right of Way Coordinator is responsible for identifying issues in the public right of way and ensure that the repairs are completed.

CLASS CHARACTERISTICS:

Under general supervision in the Engineering Division and the Construction Management Section this position performs inspection work of environmental, water, sewer, street and other projects and programs to enforce codes, ordinances and related regulatory requirements for rights of way in the City. This position is an entry level position which investigates complaints and identifies issues in the public right of way. Further, this position is responsible for ensuring that the resolutions of the issue is completed in a timely manner. This work includes performing routine patrols of assigned areas and inspections of City rights of way.

ESSENTIAL FUNCTIONS:

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.

1. Performs systematic right of way and street inspections of public and construction and improvement work within the City to ensure compliance with all applicable City, State and Federal codes and regulatory requirements; enforces all aspects of the City's codes and ordinances.
2. Inspects and approves construction and installation of streets, curbs, gutters, sidewalks, storm drains, sewers, and related utilities and structures as assigned.
3. Inspects and assesses damage from oil, gas and water leaks to public and private property and facilities as required; inspects construction work under excavation, clearing and grading permits.
4. Responds to calls and investigates complaints related to stormwater and construction compliant conditions on public property.
5. Reviews field staking and make revisions within scope of authority.
6. Operates photography equipment in photographing and documenting visual representations of issues in the field.
7. Enters and retrieves information from a computer in order to perform research, update records or respond to action and requests.
8. Completes documentations and reports and complies supporting documentation in order to document and explain facts and circumstances surrounding field related issues.
9. Performs related duties as directed.

QUALIFICATIONS GUIDELINES:

A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:

EDUCATION, TRAINING AND/OR EXPERIENCE:

High School Diploma or GED, vocational training in construction or related field; supplemented by two (2) years responsible experience in related field; or an equivalent combination of education, training, and experience.

LICENSE AND/OR CERTIFICATE:

Possess, or ability to obtain, a valid California driver's license.

REQUISITE KNOWLEDGE AND SKILL LEVELS:

Thorough knowledge of principles and practices of civil and construction engineering, including the methods, materials, equipment and techniques used in civil engineering, construction and inspection; street construction principals; municipal practices and procedures; and, city government organization, functions, policies rules and regulations.

REQUISITE ABILITIES:

- Ability to understand and follow written and oral instructions.
- Knowledge of applicable state, federal and local laws, rules, ordinances and regulatory standards applicable to the work, environmental, water, sewer, street, right of ways.
- Knowledge of investigative principles, methods and techniques, and construction management principles for the purpose of and establishing documentation and an audit trail for legal purposes.
- Knowledge of record keeping, report preparation, filing methods, records management techniques, and open records regulations.
- Knowledge of the geography, streets and principal locations of the City's zoning areas or ability to acquire this knowledge rapidly.
- Ability to apply sound principles of independent judgment and discretion during inspection activities.
- Ability to understand and utilize zoning maps, land use maps, plats, and other documents related to real property.
- Ability to write clear, concise letters and memorandum using standard business English, spelling, and punctuation.
- Ability to effectively communicate both verbally and in writing; ability to speak effectively before public groups and respond to questions.
- Ability to read and interpret various documents such as safety rules, operation and maintenance instructions, procedure manuals, and related documentation.
- Ability to establish and maintain effective working relationships and communications with coworkers, other departments, business and community interest groups, and the general public.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

SUPPLEMENTAL INFORMATION:**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:**

Please contact Human Resources for a summary of the essential tasks and environmental factors for this classification.

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.