

*Code: 2458*

*Title: RIGHT-OF-WAY UTILITY OFFICER*

**SUMMARY:** Coordinates the project activities of the Pima County Department of Transportation and Flood Control District for right-of-way concerns with affected utility companies, contractors and other outside agencies.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Serves as liaison between department divisions and utility companies, developers and contractors in utility concerns within county right-of-way;  
Reviews department construction drawings and engineering concept reports to extract information for utilities' review/design;  
Researches resource manuals and technical standards for technical design information and applies standards to projects;  
Determines acceptability of utility design and relocation plans for permits by inspection and review of engineering design for conformance to engineering standards and compatibility with either existing conditions or the department's proposed improvements and reviews re-submittals of plans until compliance is attained; Communicates corrections, requirements and plans to utility companies in facilitated meetings and correspondence with utility representatives, project managers, and designers;  
Ensures scheduling and operations cooperation among all utility companies on department projects by prioritizing work for critical path so that projects are reviewed within required deadlines and daily documentation of permitting activities;  
Reviews utility cost estimates and expenditures and approves or disapproves full and partial payments or penalties ;  
Coordinates utility company/County conflict resolution by consulting with contractors, property owners, and construction permit holders to assist in correcting defects and deviations from permitted activities, applicable codes, and standards;  
Prepares drawings and plans of streets, highways, and structures by using manual and computer (CADD) equipment for drafting plans, graphics, and design work;  
Establishes and maintains comprehensive project files and documentation for permitting validation, and reporting to utility companies and governmental agencies.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- Federal, State, and local engineering design standards and legal requirements;
- the engineering review process for construction and development plans;
- engineering design concepts and specifications;
- major utilities' standards and practices;
- practices of program coordination and administration;
- other utility service providers in and around Pima County;
- Pima County/City of Tucson standards, and contracting policies for public improvements;
- manual and computer based drafting terminology, methods, and practices;
- microcomputer applications and operating procedures.

Skill in:

- use of microcomputers to input data into, or retrieve data from, specialized software programs;
- reading and interpreting engineering maps, utility drawings, construction plans, base maps and other reference material;
- project coordination and administration;
- reviewing and revising engineering designs, details, estimates, and specifications of utility design and construction plans requirements;

- communicating with co-workers, supervisors, contractors and the public.

MINIMUM QUALIFICATIONS:                      EITHER:

(1) Completion of 27 semester hours of college level course work from an accredited college, technical trade school, or university in engineering, surveying, drafting, blueprint reading, construction or cartography and three years of experience reviewing and interpreting engineering plans and maps, utility drawings, construction plans or electrical schematics.

(One year of additional experience reviewing and interpreting engineering plans and maps, utility drawings, construction plans or electrical schematics may be substituted for nine semester hours of college level course work from an accredited college, technical trade school, or university in engineering, surveying, drafting, blueprint reading, construction or cartography.)

OR

(2) Two years of experience with Pima County as an Engineering Plans Technician, Senior Engineering Plans Technician, Utility Locator, Design Specialist or Drafting Specialist.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.