CLASS TITLE: COORDINATOR OF STREET PERMITS

CHARACTERISTICS OF THE CLASS
Under general supervision, supervises the activities of the One-Call Law Enforcement Section of the Department of Transportation, responsible for one call enforcement; and performs related duties as required.

ESSENTIAL DUTIES

• Supervises the enforcement of One-Call Law for construction activities that pertain to excavation in the public way and private property within the City of Chicago limits
• Ensures contractors contact the twenty-four hour utility alert which notifies all utilities of the contractors area, scope and timeframe of work
• Conducts plan reviews of drawings to ensure that City streets will not be adversely affected by construction
• Coordinates utility hit report entry, field inspection and hit investigation report
• Coordinates preparation of Administrative hearing notices for Advisory board hearings
• Coordinates and schedules meetings of representatives with Advisory board, Law Department and excavators.
• Coordinates and prepares safe excavation training
• Coordinates the collection of documents and collection of fines assessed by the Evaluation Panel
• Acts as liaison with utility companies, contractors and other department division operations
• Works with management in developing and establishing performance measures, productivity and quality work standards
• Monitors and evaluates work performance of subordinate clerical and administrative staff and prepares performance appraisals
• Attends disciplinary hearings for staff; initiates and enforces disciplinary actions as required; responds to and resolves work related conflicts or problems with staff; enforces personnel rules
• Prepares various management reports on unit’s work activities and accomplishments

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience
• Five years (5) of para-professional engineering work experience of which two (2) years are in a supervisory capacity or an equivalent combination of training and experience.

Licensure, Certification, or Other Qualifications
• None

WORKING CONDITIONS
• General office environment
EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended or continuous periods of time
- Ability to move one’s hands and arms to grasp or manipulate objects

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- applicable engineering and construction theories, principles, methods, practices, and procedures
- applicable safety practices and procedures specific to labor work, including OSHA standards
- construction and supplies, including engineering mechanical and electrical equipment used during construction projects
- applicable federal, state, local laws, regulations, and guidelines
- applicable safety principles, methods, practices, and procedures
- Illinois Underground Utility Facility Damage Prevention Act (220 ILCS 50)

Some knowledge of:

- supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Engineering Technician class series

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Engineering Technician class series

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
• SPEAK - Communicate information and ideas in speaking so others will understand
• COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
• WRITE - Communicate information and ideas in writing so others will understand
• REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Engineering Technician class series

**Other Work Requirements**

• INITIATIVE - Demonstrate willingness to take on job challenges
• LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
• ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
• ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
• ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Engineering Technician class series.

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
November, 2016