

Council Bill/General Ordinance No. 3022-2022

Sponsor: _____

AN ORDINANCE

AMENDING Chapter 24, "PERSONNEL," of the Moline Code of Ordinances, Section 24-3207, Appendix 1, by adding a job description for Right-of-Way Utility Technician.

WHEREAS, the formal adoption of the job description for Right-of-Way Utility Technician is required; and

WHEREAS, the proposed job description accurately reflects the duties performed; and

WHEREAS, the administration has reviewed this matter and has recommended the course of action taken herein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOLINE, ILLINOIS, as follows:

Section 1 – That Chapter 24, "PERSONNEL," of the Moline Code of Ordinances, Section 24-3207, Appendix 1, is hereby amended by adding a job description for Right-of-Way Utility Technician, provided said job description is substantially similar in form and content to that attached hereto as Exhibit A.

Section 2 – That this ordinance shall be in full force and effect from and after passage, approval, and if required by law, publication in the manner provided by law.

CITY OF MOLINE, ILLINOIS

DocuSigned by:
S. Kaypat
MAYOR
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September 20, 2022
Date

Passed: September 20, 2022

Approved: September 27, 2022

Attest: *James L. X. Pave*
City Clerk
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AFSCME GRADE	A54
FLSA	NE
WC	9410
EEO	02/20
POSITION	271

JOB TITLE: RIGHT-OF-WAY UTILITY TECHNICIAN

CHARACTERISTICS OF THE JOB

Under general supervision of a professional engineer or manager, performs program coordination/administration and technical work coordinating the use of the public's right-of-way. The work involves direct responsibility for the Engineering Department's Right-of-Way permit program, enforcing City ordinances, reviewing and coordinating the Engineering Department's review of right-of-way permits, inspecting contractors for permit compliance and the placement of appropriate traffic control in the field. Performs technical and quasi-professional functions such as traffic control plan preparation, review, communication with contractors and the public, policy and plan interpretation, field inspection of projects, and program activities.

The existence of this position depends on the availability of funding, including federal, state, local grant funding.

EXAMPLES OF DUTIES Other duties may be assigned.

Assist applicants in securing Right-of-Way Use Permits.

Evaluate contractors' plans for compliance to Moline Ordinances, and to determine appropriate fees and deposits as required.

Assess and recommend traffic control plans consistent with Moline Ordinances and the MUTCD.

Coordinate with Department Engineers to ensure appropriateness of location within the right-of-way and use.

Inspect right-of-way permits and worksites to ensure contractor compliance with permit conditions and appropriate traffic control is in place.

Field complaints and respond to the public and businesses as they relate to traffic control and permitted activities in the public right-of-way.

Educate contractors in regards to City Ordinances.

Prepare, understand and discuss construction documents including easements, rights of entry, and driveway permits with property owners affected by pending public works projects.

Enforce City Ordinance violations by preparing notice of corrective action.

Draft and prepare traffic control plans as necessary.

Attend meetings with contractors and other City staff, provide input as to traffic control.

Assist in conducting traffic-engineering studies.

Provide construction observation on work within the right-of-way and for public works projects as required.

REQUIREMENTS

Training and Experience

High school diploma or GED equivalent with a thorough understanding of algebra and trigonometry and five (5) years of experience in municipal public works; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

Thorough knowledge of standard engineering and/or traffic engineering nomenclature; mathematics; and fundamental principles, practices and techniques as they relate to municipal public works; the policies, practices, procedures and governing laws, ordinances and/or regulations pertaining to the Department including the FHWA's Manual on Uniform Traffic Control Devices; knowledge of the methods, techniques, tools, instruments and equipment used in public works projects, including ArcMap.

Skill in the use of ArcMap; the interpretation of technical drawing and contract documents; use of a motor vehicle.

Ability to interpret technical drawing and contract documents and engineering plans and make independent investigations of municipal engineering issues; recognize deviations in construction from approved construction plans; establish and maintain effective working relationships with other employees, contractors, property owners and the general public; follow oral and written instructions; and dispense technical information quickly, accurately, and in a tactful, courteous manner over the telephone, in writing and in person to members of the public.

Licenses and Certifications

Valid Illinois driver's license or equivalent.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to stand; use hands to operate technical and scientific instruments and equipment; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Work is performed under varied weather conditions in disagreeable conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.