

CLASS TITLE: CODE COMPLIANCE COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision responsible for providing specialized plans reviews including high-level commercial projects and right-of-way coordination, and may analyze and interpret codes and other related assigned duties.

ESSENTIAL TASKS:

- Administers community floodplain management activities
- Performs calculations and applies engineering principles in determining code compliance and/or providing resource estimates
- Provides advanced level technical code compliance review and assessment of building permit applications and City right-of way coordination
- Reviews and interprets construction plans, specifications and related documents
- Performs calculations and applies engineering principles in determining code compliance and/or providing resource estimations
- Conducts site visits and performs final job site inspections
- Communicates and consults with internal staff, external clients and stakeholders regarding pre-submittal and construction work
- Reviews applicant needs, resources, right-of-way impact, and relevant code requirements
- Interprets and relays pertinent information related to codes, ordinances and utility location
- Assists in presenting alternative solutions to address compliance and project issues
- Updates and maintains records and information, logs, reports and related documentation for staff reference and for archival purposes
- Evaluates street construction project scope and prepares contract and designs documents for review and approval prior to sending out for bid
- Performs research and analyzes information
- Assists in coordinating and monitoring work flow and project activities
- Supervises the work of subordinates
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in engineering technology, public administration, or a related field of study, and three (3) years of progressively responsible and various subprofessional engineering or related work experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices, and methods of subprofessional engineering; knowledge of applicable Federal, state and local laws, codes, regulations and/or ordinances. Skill in providing excellent customer service; skill in providing alternative solutions to code compliance issues. Ability to interpret and enforce technical ordinances and regulations; ability to perform research, collect data, prepare reports and recommend and present findings clearly; ability to interpret engineering plans and specifications; ability to plan and supervise the work of subordinates; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 30 pounds, with occasional lifting and carrying up to 50 pounds; occasional pushing up to 20 pounds; occasional pulling up to 50 pounds; may be subject to walking over rough terrain and objects, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and certification as a Certified Floodplain Manager.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather.

Class Code: 2024

EEO Code: E-02

Pay Code: EX-36

Group: Engineering, Planning, and Technical

Series: Subprofessional Engineering and Technical

Effective date: March 30, 2015