STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION

CLASSIFICATION SERIES: Utilities Relocation Technician	SERIES NO : 8458
MAJOR AGENCIES:	EFFECTIVE DATE:
Transportation Only	01/09/2005

SERIES PURPOSE:

The purpose of the utilities relocation technician occupation is to conduct on-site inspections of & coordinate moving of utility facilities to accommodate highway construction projects.

At the lowest level, incumbents conduct on-site inspections in the field & issue applicable permits.

At the middle level, incumbents review plans, cost estimates & related materials in assigned district, or in central office location, provide technical assistance & training to district utilities relocation technicians.

At the highest level, incumbents independently act as overall district-wide coordinator, or act as lead worker over lower-level utility relocation technicians in assigned district, or in central office location, coordinate statewide utility relocation activities.

CLASS TITLECLASS NUMBERPAY RANGEEFFECTIVEUtilities Relocation Technician 1845812910/21/2001

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of public relations & skill in reading construction plans in order to conduct on-site physical inspections of utility construction projects, issue applicable permits & assure compliance with regulations.

CLASS TITLECLASS NUMBERPAY RANGEEFFECTIVEUtilities Relocation Technician 2845823010/21/2001

CLASS CONCEPT:

The full performance level class works under general direction & requires considerable knowledge of state/federal laws, policies & procedures pertaining to utilities relocation & skill in reading construction plans in order to review utility relocation plans, cost estimates & related materials to determine compliance with state & federal regulations, approved plan estimates & construction requirements, or in central office location, provide technical assistance & training to utilities relocation technicians in district offices.

CLASS TITLECLASS NUMBERPAY RANGEEFFECTIVEUtilities Relocation Technician 3845833101/09/2005

CLASS CONCEPT:

The advanced level class works under general direction & requires thorough knowledge of construction plans & state/federal laws, policies & procedures pertaining to utilities relocation & skill in reading construction plans in order to independently act as overall district-wide coordinator for planning & operations in relocation &/or adjustment of utilities to conform with departmental, state & federal highway construction guidelines, or act as lead worker over lower-level utilities relocation technicians in assigned district, or in central office location, coordinate statewide utility relocation program activities to ensure compliance with state & federal laws, rules & regulations & departmental policies & procedures.

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CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Utilities Relocation Technician 1	84581	14	10/21/2001	29

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).

Conducts onsite field inspections, requiring operation of motor vehicle, in connection with relocation &/or adjustment of utility facilities performed by private & public utility companies on highway construction projects, ensures compliance with applicable state & federal rules & regulations, reviews & approves permit applications (e.g., right-of-way, highway use) for accuracy, issues applicable permits, & reviews plans & drawings submitted with permit applications.

Acts as liaison (e.g., meets with supervisor, consulting engineers, county maintenance superintendents, property owners, sanitary systems &/or utility company officials) to discuss proposed revisions of submitted utility plans; responds to questions concerning plan requirements, specifications & other Ohio department of transportation (i.e., ODOT) regulations; coordinates & conducts &/or attends meetings between property owners, consultants, governmental agencies & departmental personnel to resolve conflicts & issues; confers with supervisor &/or engineers regarding utility relocation issues/problems); coordinates review of projects with appropriate individuals.

Investigates & remedies right-of-way encroachments (e.g., advertising signs & other obstacles placed within either limited access or standard right-of-way) & notifies illegal encroachers of said violations; reviews layouts drafted by county superintendent(s) for residential property owner's driveway, ditch enclosures & ditch profiles & ensures compliance with standard rules & regulations; coordinates utility relocations necessitated by force account projects for bridge & culvert department & for maintenance widening & resurfacing projects; inspects site of project before construction to insure compliance with plans & specifications upon completion; provides cost estimates for utility relocation projects not having federal oversight.

Maintains related records & files (e.g., writes & processes permits; prepares plan changes & adjustments; completes daily reports on projects & plans); writes correspondence; operates personal computer to issue permits & to perform data entry.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; state & federal laws, policies & procedures pertaining to utilities relocation*; skill in reading construction & right of way plans; operations of personal computer*; ability to define problems, collect data, establish facts & draw valid conclusions; read & interpret construction plans for highway projects; gather, collate & classify information about data, people or things; explain why permit cannot be approved to general public; walk, stand or bend for long periods of time.

(*)Developed after employment

MINIMUM QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in reading construction & right of way plans; 6 mos. trg. or 6 mos. exp. in public relations; valid driver's license.

-Or equivalent of Minimum Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to highway traffic; walks in utility trenches; exposed to inclement weather; exposed to heavy construction equipment at construction sites.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Utilities Relocation Technician 2	84582	14	10/21/2001	30

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).

In assigned district, reviews utility relocation plans, cost estimates & related materials to determine compliance with state & federal regulations, approved plan estimates & construction requirements & coordinates & monitors relocation of utilities on state & federally funded local projects;

OR

In central office location, provides technical assistance & training to personnel in Ohio Department of Transportation (i.e., ODOT) district offices (e.g., provides assistance to district utility offices in relocation of utilities for highway projects; provides training & revised utilities manual; performs quality assurance reviews) to insure compliance with state & federal regulations, approved plans & estimates & construction & material requirements.

Provides cost estimates for utility relocation; reviews highway construction plans prepared by consultants & district production department & makes recommendations regarding existing &/or proposed utility facilities; ensures utility betterment costs are properly charged to utility owner & utility work in plans are properly coded; requests & approves local, state & federal funding on projects with reimbursable utility involvement; reads & interprets highway plans to determine type of encroachments to be placed within highway right-of-way; reviews & checks legal instruments against right-of-way plan to assure compliance with ODOT's policies & applicable laws & regulations; records legal instruments concerning real estate in appropriate county offices; prepares necessary agreements (e.g., utility agreements for execution by public & private utility companies, cooperatives & local public agencies for federal participation for inplans work; requests special agreements & waivers of damages or releases for reimbursable projects).

Acts as liaison with public & private utility companies, ODOT personnel, contractors, & other government agencies (e.g., resolves problems/issues; assists with difficult relocations; maintains contact with &/or meets with federal highway administration representatives to resolve utility related problems; meets with public, government officials & property owners to provide information regarding projects; attends preconstruction meetings; arranges & attends field meetings between contractors, ODOT personnel & utility companies to resolve problems arising during construction concerning utility facilities); advises agency personnel of right-of-way requirements, laws & regulations.

Prepares monthly, annual &/or special reports; conducts title searches & examines governmental records as needed to determine ownership of & liens & encumbrances against properties to be acquired by state of Ohio; operates personal computer to perform data entry.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; state & federal laws, policies & procedures pertaining to utilities relocation. Skill in reading construction & right of way plans; operation of personal computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; read & interpret construction plans for highway projects; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment

MINIMUM QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Utilities Relocation Technician 1, 84581; must be able to provide own transportation.

24 mos. trg. or 24 mos. exp. in reading construction & right of way plans; 12 mos. trg. or 12 mos. exp. in public relations; 6 mos. trg. or 6 mos. exp. in state & federal laws, policies & procedures pertaining to utilities relocation; must be able to provide own transportation.

-Or equivalent of Minimum Qualifications For Employment noted above:

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to highway traffic; may be exposed to inclement weather. May be exposed to heavy construction equipment at construction sites.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Utilities Relocation Technician 3	84583	14	01/09/2005	31

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).

In assigned district, independently acts as overall district-wide coordinator for planning & operations in relocation &/or adjustment of utilities to conform with departmental, state & federal highway construction guidelines, reviews & approves/disapproves utility relocation plans, creates bid proposals notes for bid proposals from utility relocation & highway plans, inspects utility facilities in conjunction with highway projects to insure compliance with plans & specifications; or serves as lead worker over lower-level utility relocation technicians & coordinates & monitors relocation of utilities on state & federally funded local projects;

OR

In central office location, coordinates statewide utility relocation activities (e.g., oversees technical assistance provided to all districts; monitors quality assurance reviews to all districts; ensures compliance with highway construction requirements; coordinates training seminars to all districts) to ensure compliance with state & federal laws, rules & regulations & departmental policies & procedures.

Provides cost estimates for utility relocation; reviews highway construction plans prepared by consultants & district personnel & makes recommendations regarding existing &/or proposed utility facilities; ensures utility betterment costs are properly charged to utility owner & utility work in plans properly coded; requests & approves local, state & federal funding on projects with reimbursable utility involvement; reads & interprets highway plans to determine type of encroachments to be placed within highway right-of-way; reviews & checks legal instruments against right-of-way plan to ensure compliance with ODOT policies & applicable laws & regulations; records legal instruments concerning real estate in appropriate county offices; reviews public & private utility relocation plans & estimates & prepares necessary agreements (e.g., utility agreements for execution by public & private utility companies, cooperatives & local public agencies for federal participation for in-plans work; requests special agreements & waivers of damages or releases for reimbursable projects); administers billing & payment procedures for utility rearrangement.

Acts as liaison with public & private utility companies, ODOT personnel, contractors & other governmental agencies (e.g., resolves problems/issues; assists with difficult relocations; maintains contact with &/or meets with federal highway administration representatives to resolve utility related problems; meets with public, government officials & property owners to provide information regarding projects; attends pre-construction meetings; arranges & attends field meetings between contractors, ODOT personnel &

Utility companies to resolve problems arising during construction concerning utility facilities); advises agency personnel of right-of-way requirements, laws & regulations.

Prepares monthly, annual &/or special reports; conducts title searches & examines governmental records as needed to determine ownership of & liens & encumbrances against properties to be acquired by state of Ohio; conducts on-site field inspections & issues permits (e.g., highway right-of-way) to various utility companies in assigned district; operates personal computer to perform data entry.

MAJOR WORKER CHARACTERSTICS:

Knowledge of public relations; state & federal laws, policies & procedures pertaining to utilities relocation, employee training & development*. Skill in reading construction & right of way plans; operation of personal computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; read & interpret construction plans for highway projects; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment

MINIMUM QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Utilities Relocation Technician 2, 84582; must be able to provide own transportation.

-Or 30 mos. trg. or 30 mos. exp. in reading construction & right of way plans; 18 mos. trg. or 18 mos. exp. in public relations; 12 mos. trg. or 12 mos. exp. in state & federal laws, policies & procedures pertaining to utilities relocation; must be able to provide own transportation.

-Or equivalent of Minimum Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to highway traffic; may be exposed to inclement weather. May be exposed to heavy construction equipment at construction sites.