

FIBER NETWORK AND RIGHT-OF-WAY MANAGER

NATURE OF WORK

This is highly responsible professional and administrative work directing and coordinating the use of the public rights-of-way and the design, construction, maintenance and leasing of the City-owned conduit system.

Work involves responsibility for planning and managing the use of the City's fiber network and infrastructure system. Work includes administering and managing billing for related contracts; developing, preparing and monitoring section budget and recommending policy changes. An employee in this class is expected to exercise considerable initiative and independent judgment within the framework of established guidelines and policies. General supervision is received from the Transportation and Utilities Director with work being reviewed through the effectiveness of section activities and results achieved. Supervision may be exercised over a staff of professional and technical employees.

EXAMPLES OF WORK PERFORMED

Serves as agent for the City; facilitates contract negotiations and right-of-way interpretations, conduit leases and communications with other departments.

Plans and manages the use of the City's right-of-way and conduit system ensuring compliance with applicable standards, revenue collection and record maintenance.

Manages and supports work of right-of-way inspectors and coordination of activities and maintenance of related records.

Supervises any activities related to the conduit system.

Develops and manages application procedures for conduit and right-of-way usage and methods for approving access/occupancy; develops and/or maintains records tracking right-of-way usage and other land and facilities governed by agreements.

Monitors right-of-way contracts, agreements, permits, easements, grants and franchises for compliance with federal, state and local regulations.

Leads negotiations of conduit leases and right-of-way occupancy contracts and agreements; establishes user terms for non-carriers and utilities; assists in the development of grants, permits and franchises for telecommunication carriers and utilities.

Develops and manages preparation of the budget for right-of-way and conduit system; develops accounting methods to correlate right-of-way occupancy revenue.

Manages compliance audits of existing franchises and other right-of-way occupants.

Develops policies regarding priority for use of right-of-way and conduit system.

Manages various contracts including but not limited to the City's right-of-way and conduit system agreements.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of federal, state and local laws regarding utilities.

Thorough knowledge of the Telecommunications Act of 1996 and relevant regulations.

Thorough knowledge of the principles of management, organization and budget preparation.

Thorough knowledge of organizational and administrative policies.

Considerable knowledge of telecommunications and fiber optic cable deployment; utility distribution, road/street engineering/maintenance, utility regulation/deregulation and business practices relating to accounting, billing and collections.

Ability to use a personal computer in maintaining spreadsheets, databases, developing forms, correspondence and other records.

Ability to interpret rules, regulations and policies and to make independent decisions in accordance with established precedent.

Ability to establish and maintain effective working relationships with the Mayor's office, City Council, Planning Commission, County Board, media and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business administration, telecommunications engineering, construction management or related field; two years of experience managing a utilities-related function and two years of experience in a responsible administrative or managerial capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle may be necessary to the satisfactory performance of assigned duties.