

CITY OF CHATTANOOGA

Classification Specification Title: Public Space Coordinator

Department: Public Works

Pay Grade: GS.06

Supervision Received From:

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/19/14

Revision Dates: 4/4/25;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for managing and providing logistical oversight of the review and approval process for all events and projects which are held on city streets. Duties include organizing and presiding over the Special Events Coordinating Committee; supervising the management, design and development of the special events permitting process; coordinating the appropriate personnel to assist in facilitating traffic control for special events and other related street closures; manages the work zone traffic control program for the city; inspects event and work zone traffic control in cooperation of the City Inspectors to ensure they are set up properly and removed timely; work hours may vary to maintain a 40 hour work week when checking early morning or evening closures. Additionally, duties include consolidating all public space functions of the Transportation. Work is performed with limited supervision.

SERIES LEVEL: This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Organizes and manages the Special Events Coordinating Committee and serves as liaison between the committee and special event sponsors.

Oversees and coordinates the daily clerical functions of the special events permitting process, including the processing of fees, correspondence with event sponsors and committee members, and issuance of permits.

Prepares special event routing plans and traffic control detour plans to guide motorists around special events.

Manages, with City Inspectors, the development of work zone traffic control plans for road construction and utility maintenance projects and the permitting process for these projects as needed.

Coordinates with Parks & Outdoors with innovative programs that encourage multi-modal and diverse use of our streets, sidewalks, and public spaces that are a benefit to neighborhoods and communities: coordinates with other associated city departments and staff to implement outreach

plans for each event, helping organize and attending community meetings in each host neighborhood prior to the events, representing the Transportation Division at community meetings organized by merchants, neighbors, and other community organizers, recruiting local organizations and businesses to lead activities and participate in City organized block parties and public space activities.

Assess the economic impact and success of uses of public space for consistent improvement and value addition to the communities in which the events are held.

Responsible for the organization and permitting of all dumpsters, POD (storage or moving containers) or other entities occupying the public right of way not related to traditional work zone permits or special event permits.

Issues Press Releases on behalf of the Transportation Division announcing road closures related to Special Events and/or Work Zones which affect public access to the right of way with their vehicles. These releases are approved by the Public Works PIO prior to issuance.

Also in emergency situations in the event of weather or disaster, works with other City departments such as CFD and CPD to coordinate road closure announcements related to emergencies.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Associates Degree and two (2) years of experience with public space event management and/or traffic control planning. Experience with mapping software and route design and planning software preferred; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

Knowledge of traffic control signing design principles; basic traffic engineering principles; computer proficiency to track events; mapping software applications; Microsoft office suites; Google applications; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies, and procedures.

Skill in using a computer and related software applications; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public.

PHYSICAL DEMANDS: Positions in this class typically require standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Light Work: Exerting up- to 20 pounds of force occasionally, and/or up-to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to extreme temperatures.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Division of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.