



# CLASS TITLE | RIGHTS-OF-WAY PUBLIC FACILITIES SECURITY SUPERVISOR

PAY GRADE: EX-32| [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 3021

Effective Date : 08/31/2022

**PURPOSE OF THE CLASSIFICATION:** Under direction is responsible for overseeing litter abatement crews and programs, tracking right-of-way litter collection progress, and investigating complaints regarding litter and encampments involving rights-of-way, including coordinating activities with internal and external customers and complying with applicable local, state, and federal laws; and performs other related assigned duties.

## ESSENTIAL TASKS:

- Assigns clean-up work locations, including determining the number of workers and type of equipment required to ensure
- Evaluates work locations regarding the severity of the issue, timeline for clean up, and determination of work group to perform clean up,
- Supervises security officers and work crew leaders, working with both internal and external customers to ensure the safety of workers and citizens and the efficacy of work being performed
- Maintains fleet maintenance schedule for security and some parking section vehicles
- Provides verbal and written reports to management and the administration on work progress, including timelines, crew staffing, amount of trash and vegetation collected from a particular jobsite
- Purchases vehicles, equipment, and supplies for the work area ensuring compliance with City contracts and tracking of materials used
- Acts as a liaison between the department, City departments, external customers, and governmental agencies to ensure the accuracy of information and the safety of all involved parties as well as compliance with applicable laws
- Performs outreach to the City's homeless population, including working with private organizations to provide housing for displaced persons and working with law enforcement, if necessary
- 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: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Completion of 120 hours from an accredited college or university including coursework in fields relevant to the essential tasks listed in this job description; **and**,  
(b) Two (2) years' experience relevant to the essential tasks listed in this job description; **and**  
(c) *Experience in armed security, right-of-way enforcement, or investigations is preferred; or*,
2. (a) Graduation from high school or possession of a General Education Development (GED) certificate; **and**  
(b) Six (6) years' experience relevant to the essential tasks listed in this job description; **and**  
(c) *Experience in armed security, right-of-way enforcement, or investigations is preferred.*

## Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge regarding applicable local, state, and federal regulations regarding right-of-way
- Considerable knowledge of Oklahoma inmate work rules and Prisoner Rape Elimination Act (PREA)
- Knowledge regarding applicable laws and best practices in supervising inmate work crews
- Knowledge of City of Tulsa Policies and Procedures



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**Ability to:**

- Ability to write requisitions to purchase vehicles, supplies, and equipment according to the City's policies and procedures
- Ability to prepare reports, working with City departments, to ensure compliance with applicable laws
- Ability to maintain accurate records
- Ability to courteously and tactfully communicate with a diverse customer base
- Ability to communicate effectively, both orally and in writing
- Ability to operate, maintain, and perform minor maintenance to automotive vehicles, such as changing a flat tire or checking a vehicles oil
- Ability to quickly and objectively determine the appropriate course of action in rapidly changing situations

**Physical Requirements:** Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to, walking, standing, reaching, bending, kneeling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

**Licenses and Certificates:**

1. Possession of a valid Oklahoma Class "D" Driver License; and
2. Possession of a Class "A" Commercial Driver's license with applicable endorsements, as approved by management, within six (6) months of date of hire.

**WORKING ENVIRONMENT:** Working environment is primarily outdoors and occasionally indoors and in inclement weather. May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, radiation, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum/fiber optic lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, animal bites, snake bites, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, high noise areas and refuse/garbage/litter.

**EEO Code: E-02**

**Group: Public Safety**

**Series: Public Safety Technical**