



CLASS TITLE | PUBLIC WORKS FIELD ENGINEERING MANAGER

PAY GRADE: EX-56 | www.cityoftulsa.org/pay

Class Code: 1237

Effective Date: 07/01/2023

PURPOSE OF THE CLASSIFICATION: Under direction, is responsible for the management, supervision, and professional work of professional and field staff involved in the construction, inspection, and testing of capital improvement projects and infrastructure development projects, including working with City Departments, design staff, contractors, surveyors, engineers, businesses, and citizens; and performs other related assigned duties as assigned.

ESSENTIAL TASKS:

- Attends meetings with City Departments, elected officials, and external organizations to coordinate projects, information dissemination, budget, engineering, policy, and adherence to applicable local, state, and federal laws and regulations
- Administers, plans, and directs staff in the constructions of capital infrastructure and infrastructure development projects, including providing direction to the survey staff and identifying best practices for construction management
- Reviews and evaluates designs to ensure conformance with local, state, and federal requirements including review of predevelopment design drawings and discussion with City staff regarding specifications and constructability issues
- Tracks project status, including budget and payments, maintaining a status chart to track all projects administered by Field Engineering
- Interprets laws, ordinance, regulations and policies for projects and directs staff accordingly, including laws related to Oklahoma Department of Transportation (ODOT), Americans with Disabilities Act (ADA), American Association of State Highway and Transportation Official guidelines, and the Manual for Uniforms Traffic Control Devices (MUTCD)
- Recommends needs on contractor time extensions and change order requests related to capital improvement projects, including preparing Request for Approval (RFA) for Capital Project Change Orders to address project delays
- Works cooperatively with the City's Authorities, Boards, and Commissions, the administration, and elected officials to present technical information and reports
- Hires, separates, trains, and monitors employees and employee work performance, providing training and educational opportunities for staff and ensuring delivery of high-level customer service
- Reports 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 the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in engineering or a field relevant to the essential tasks listed in this job description; **and**,
- (b) Nine (9) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of engineering objectives, purposes, methods, and best practices
- Comprehensive knowledge of the laws, ordinances, statutes and rules and regulations relating to the management, administration, planning, development, design, construction and maintenance of municipal infrastructure systems



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- Comprehensive knowledge of the principles and practices of municipal engineering, particularly as they apply to the planning, design, and construction of water, wastewater, transportation, stormwater, and public facilities
- Good knowledge of the Oklahoma Underground Prevention Act
- Good knowledge of the methodology and techniques of land surveying, field and construction inspection and materials testing
- Good knowledge of engineering plans and estimates
- Working knowledge of the principles, best practices, and methodology of project management as applicable to managing teams working with computer-aided drafting (CADD) and design procedures, hardware devices, CADD software applications, regional databases, and operating systems
- Working knowledge of the City's franchise agreements and right-of-way occupancy ordinance(s)
- Working knowledge of the means, methods, and materials utilized for private utility construction

Ability to:

- Utilize the highest level of interpersonal skills to select, supervise, direct, motivate, and develop all levels of staff
- Supervise technical personnel in a variety of engineering functions
- Make cost estimates

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; occasional carrying up to 10 pounds; occasional pushing and pulling up to 5 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Driver License; **and**,
- b) Possession of a Professional Engineering License (PE) **or** the ability to obtain an Oklahoma PE License within six (6) months of date of hire

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather, and requires some travel to various locations for inspections.

EEO Code: E-01

Group: Engineering Planning and Technical

Series: Professional Engineering