

**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW\*\***

**PURPOSE OF THE CLASSIFICATION:** Under direction is responsible for supervising work crews and contracts related to the complete maintenance and repairs of Tulsa Park's properties and facilities, including, but not limited to trades and aquatics, general sites, and/or structural maintenance; and performs other related duties as assigned.

**ESSENTIAL TASKS:**

- Plans, assigns, assists, and supervises work crews engaged in various maintenance and repair functions at various City parks and facilities
- Inspects designated areas to note needed repairs, alterations, new construction, or other items to improve operations and services offered and makes recommendations to management
- Reviews architectural plans and specifications for new construction or renovation projects, including conducting pre-work, progress, and public meetings, as applicable, to ensure stakeholders are up-to-date on timelines and impact on neighborhoods
- Estimates work time and material costs and ensures expenditures are in line with budgeted projection costs or reports any possible unexpected costs or changes to the budget to management
- Monitors and maintains accurate inventory and records of equipment, tools, and supplies necessary for park maintenance operations
- Trains and instructs subordinates in work methods, the maintenance of equipment, safety, customer service, performance and other related areas
- Assists in preparing requisitions, job orders, and reports on work done and materials used
- Assists in developing and monitoring the work section budget.
- Specific Area of Responsibility may include, but are not limited to, the following:
  - General Sites: Supervises equipment, mowing, trails, and trash operations, ensuring parks are well-maintained, clean, and presentable to the public, and performing turf maintenance and minor drainage work.
  - Utilities Services: Supervises trades and skilled workers including HVAC, Plumbing, and Electrical. Oversees irrigation and aquatics maintenance.
  - Structural Maintenance: Supervises skilled and semiskilled structural maintenance including roofs, pavement, carpentry, painting, fencing, welding, and playgrounds.
- 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:

1. (a) Completion of 120 hours from an accredited college or university; **and**,  
(b) Three (3) years' experience relevant to the essential tasks listed in this job description; **or**,
2. (a) Graduation from high school or possession of a General Education Degree Certificate (GED); **and**,  
(b) Six (6) years' experience relevant to the essential tasks listed in this job description.

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the methods, materials, practices, and techniques involved in park maintenance
- Considerable knowledge of the park system
- Considerable knowledge in specific area of responsibility
- Good knowledge of the geography of the City as it relates to parks locations
- Good knowledge of the methods of operation, applications, and care of light and heavy maintenance equipment
- Principles of supervision, training and performance evaluation

- Principals of report writing, case load management and documentation and of accounting and records keeping
- The safety requirements of the work being performed and of the working environment
- The City's policies and procedures and any applicable collective bargaining agreements

Ability to:

- Determine maintenance needs by inspection and to schedule work in a manner conducive to the unit's standards while producing effective and efficient services
- Interpret and communicate engineering plans and specifications
- Make informed decisions
- Effectively and professionally communicate, both verbally and in writing
- Proficiently use computer software applications
- Work cooperatively with and lead staff in a manner that achieves set goals
- Develop staff through training and skill development

Skill in:

- Good leadership skills
- Strong problem-solving skills
- Customer service

### **PAY INCREASE OPPORTUNITY**

Employee will be eligible for the equivalent of a one (1) step increase after completing the required time in the position, as identified below, and successful completion of the following:

**NOTE: *Employees requesting proficiency or progression increase must not be on a City Performance Improvement Plan at the time of the request.***

#### **1st Proficiency Increase:**

An increase equivalent to one (1) step within the pay grade will be awarded upon successful completion of six (6) months in the position, and completion of the following:

- Completion of Microsoft Excel, Word, and PowerPoint training, not previously submitted, as approved by management; **and**,
- Development and presentation of demonstrated ability with Microsoft Excel, Word, and PowerPoint to management; **and**,
- Completion of management training classes, not previously submitted, as approved by management; **and**,
- Completion of communications training, not previously submitted, as approved by management.

#### **2nd Proficiency Increase:**

An increase equivalent to one (1) step within the pay grade will be awarded upon successful completion of twelve (12) months in the position, and completion of the following:

- Development of a project management proposal, including concept creation, research, and presentation to senior management, as approved by management; including,
  - Coordination with a mentor assigned by management; and,
  - Approval of topic by senior management; and,
  - Topic must be on a demonstrated need or defined area of improvement, including costing, methodology, and timeline; and,
  - Demonstrated ability to gather data, perform research, work with stakeholders, and successfully develop a workable project that benefits the department and the City of Tulsa.

**Physical Requirements:** Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 10 pounds, with occasional lifting up to 60 pounds; frequent carrying up to 50 pounds, with occasional carrying up to 60 pounds; occasional pushing and pulling up to 50 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 class "D" Oklahoma Driver license; **and,**
- b) Possession a Journeyman License or equivalent, as approved by management (some positions); **and,**
- c) Possession an Oklahoma State Agriculture Department noncommercial pesticide/herbicide applicator's license, as approved by management (some positions).

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting, occasionally outdoors and in inclement weather and may be subject to varying schedules to attend meetings and monitor work with possible exposure to hazardous physical conditions and materials, atmospheric conditions, extreme temperatures and intense noise.

**Class Code: 1189**

**EEO Code: E-07**

**Pay Code: EX-32**