



CLASS TITLE | PUBLIC WORKS STORMWATER MAINTENANCE MANAGER

PAY GRADE: EX-52 | www.cityoftulsa.org/pay

Class Code: 1271

Effective Date: October 25, 2023

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for planning, administrative, and operational management work in directing the Public Works Department Stormwater Management program; and performs other related assigned duties.

ESSENTIAL TASKS:

- Directs and administers all phases of the Public Works Department's Stormwater Maintenance Programs
- Develops and implements plans for the efficient utilization of personnel, equipment, and materials
- Directs the maintenance of the City's, detention facilities, roadside ditches, channels, wetlands, and creeks
- Investigates and resolves citizen complaints
- Establishes and monitors an equipment maintenance program
- Develops specifications for equipment and material purchases
- Develops and administers the Public Works Stormwater Maintenance annual budget, safety, and personnel programs, including training
- Reviews construction plans and inspects construction projects
- Develops and directs an emergency response for hazardous materials and flooding
- Monitors City, State, and Federal legislation to assure compliance
- Reviews technical publications to research new techniques and equipment
- Provides information on resource use and work accomplishments
- Acts as liaison with individuals and groups of citizens to accomplish objectives
- 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 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 civil engineering, landscape management, public or business administration or related field of study, **and**,
- (b) Eight (8) years of progressively responsible experience in maintenance and construction work, preferably involving maintenance and construction of streets and/or highways or a field related to the essential tasks of this job description **and**,
- (c) Previous supervisory experience preferred.

Knowledge, Abilities and Skills:

- Considerable knowledge of the methods, materials, and chemicals involved in a comprehensive vegetative control program and repair of stormwater flood control system; and
- Considerable knowledge of the methods of operation of heavy construction vehicles, machinery, and specialized equipment used in the maintenance of the City's rights-of-way and drainage facilities.

Ability to:

- Ability to plan, coordinate and supervise a large labor force engaged in Public Works landscape, construction, repair, and maintenance of Stormwater facilities;



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- Ability to coordinate work activities, determine purchasing needs, and keep accurate written records; ability to interpret engineering plans and specifications;
- Ability to develop and present reports and recommendations in both written and verbal communications; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

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

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

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

EEO Code: E-01

Group: Clerical and Administrative

Series: General Administrative