



CLASS TITLE | SEWER OPERATIONS AND MAINTENANCE SYSTEMS MANAGER

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

Effective Date: 04/08/2026

CLASS CODE: 1100

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for the installation, operations and maintenance, and repair of the municipal sanitary sewer collection systems and related facilities, and storm sewer pumping facilities; and performs other related required duties.

ESSENTIAL TASKS:

- Manages the work of subordinate supervisors engaged in operating and maintaining the City's sanitary sewer collections system maintenance, construction and repair
- Directs the 24-hour 7 day a week municipal sanitary sewer operations program coordinating the Emergency Sewer Response Program and routine maintenance to ensure reliable service and public safety
- Prepares divisional capital and operational budgets in support of departmental initiatives and in compliance with federal and state guidelines
- Investigates customer complaints, requests, property damage and legal claims
- Coordinates employee development and training programs
- Develop, monitor and support initiatives to improve the overall department and division safety programs and engage in opportunities to improve the process
- Directs the technical review of plans and specifications for sewer infrastructure and lift stations, ensuring designs align with Asset Management framework
- Oversees the administration of contracts
- Prepares reports and records indicating the costs of construction and maintenance to the sanitary sewer system
- Develop and support initiatives regarding emergency preparedness at the City, department, and division levels
- 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) Completion of 120 hours from an accredited college or university with a Bachelor of Science degree in Biology, Environmental Engineering, Civil Engineering, or Construction Management, *preferred*; **and**,
- (b) Eight (8) years of progressively responsible experience in municipal public works and wastewater operations

Knowledge, Abilities and Skills:



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Knowledge of:

- Considerable knowledge of the methods, materials, practices, and techniques involved in the repair and maintenance of the City's sanitary or storm sewer collection systems
- Considerable knowledge of the methods of operation of heavy construction equipment and machinery used in the repair and installation of sanitary or stormwater collection lines
- Good knowledge of the sanitary and storm system operations, and the principles, practices, and procedures of modern sewage disposal
- Good knowledge of the operating principles of electrical and mechanical pumping equipment

Ability to:

- Plan, coordinate and supervise the activities of the large labor force engaged in public works construction and repair
- Coordinate the activities of workers in several different skilled crafts and to determine, by inspection, quality of work performed by skilled and unskilled workers
- Make material and labor estimates and to keep records and prepare reports
- Read and interpret blueprints and engineering specifications
- Utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate internal and external customers

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing, and pulling up to 10 pounds; occasional lifting, carrying, pushing, and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, and twisting; and vision, speech, smelling 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 valid Oklahoma Class "A" Wastewater Works Operators License as issued by the Oklahoma Department of Environmental Quality (DEQ) **or** the ability to obtain within the time allotted by law

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; requires some travel to various City locations; and subject to 24-hour emergency call-out.

EEO Code: E-01

Group: Labor and Trades

Series: Labor and Trades Supervision



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