



CLASS TITLE | PUBLIC BUILDINGS MAINTENANCE

SUPERVISOR

PAY GRADE: EX-36 | www.cityoftulsa.org/pay

Effective Date: 04/29/2026

CLASS CODE: 2139

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITY – OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for supervising construction, maintenance, and repair work of average difficulty in municipal facilities; and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, assigns, assists, and supervises work crews engaged in various maintenance and repair functions at municipal facilities
- Supervises the work of skilled and semiskilled workers engaged in carpentry, plumbing, electrical, mechanical or other trades related to repair and maintenance of municipal buildings
- Monitors open accounts
- Inspects work in progress for conformance to building codes, plans, specifications, and health codes
- Designs building modifications
- Orders and maintains an inventory of supplies and materials
- Assists in the budget preparation and budget monitoring
- Maintains records and prepares forms regarding inventories, employee work time, truck and equipment usage, and other administrative activities
- Maintains worksite safety and conducts safety meetings
- Instructs subordinates in work methods, the maintenance of equipment, and other related areas
- Reads blueprints, plans, and technical diagrams
- Inspects designated areas to note needed repairs, alterations, or new construction
- Assists in preparing requisition, job orders, and reports of work done and materials used
- 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 one of the following criteria:

1. (a) Completion of sixty (60) hours from an accredited college or university; **and**,
(b) Five (5) years' experience in building construction, maintenance, and repair including lead or supervisory experience; or in a field relevant to the essential tasks in this job description
2. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,



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- (b) Seven (7) years' experience in building construction, maintenance, and repair including lead or supervisory experience; or in a field relevant to the essential tasks in this job description

PAY INCREASE OPPORTUNITY

Contractor Licensees who are designated as the primary contractor for the City of Tulsa in their trade will be eligible for an 4% pay increase upon department approval

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of methods, practices and techniques used in the trades as applied to building and equipment maintenance
- Good knowledge of standard principles, practices, methods, and techniques of carpentry, mechanical, electrical and plumbing trades

Ability to:

- Plan, assign, coordinate, and direct the work of personnel engaged in a variety of maintenance and repair activities
- Prepare requisitions for various types of building material
- Read and interpret blueprints and specifications
- Prepare estimates of time, material, and equipment costs of specific projects

Skill in:

- Utilize the highest level of interpersonal skill to understand, select, develop, and motivate people at any level within or outside the organization

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 20 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 60 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:

1. Possession of a valid Oklahoma Class "D" Driver license
2. Contractor's license in Plumbing, Electrical or Mechanical as issued by the State of Oklahoma, *some positions*



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WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: E-07

Group: Labor and Trades

Series: Labor and Trades Supervision