



CLASS TITLE | PUBLIC BUILDING OPERATIONS MANAGER

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

Effective Date: 04/29/2026

CLASS CODE: 1175

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

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for supervising the operation, maintenance and repair work at the One Technology Center; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Plans, assigns and supervises the work of subordinate personnel
- Inspects and directs work involving equipment installation, operation and repair
- Schedules personnel to make simple and complex physical setups for OTC events
- Plans, assigns, coordinates and supervises various maintenance and repair projects
- Consults with administrative personnel, contractors and engineers on proposed renovation projects and new installations and provide cost estimate of materials
- Trains and evaluates employees
- Monitors the maintenance and repair of equipment and various service contractors
- Establishes personnel safety program to assure safety of facilities, employees, and internal and external customers
- Maintains records and provides written and verbal reports to management regarding operations and planning needs
- Purchases equipment, supplies and services
- Maintains work order system
- Assists in developing and monitoring the work section budget
- Maintains inventory of disposable and fixed assets
- 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 60 hours from an accredited college or university; **and,**
(b) Five (5) years' lead or supervisory experience in building construction, maintenance, and repair; **or** a field relevant to the essential tasks in this job description

2. (a) Graduation from high school or possession of a General Education Certificate (GED); **and,**
(b) Seven (7) years' lead or supervisory experience in building construction, maintenance, and repair; **or** a field relevant to the essential tasks in this job description



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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:

- Comprehensive knowledge of modern methods, practices, and techniques used in the operation, maintenance, and repair of related buildings and equipment
- Comprehensive knowledge of equipment, materials, and operating practices involving complex mechanical and stationary systems
- Considerable knowledge of the occupational hazards of the jobs and appropriate precautionary measures

Ability to:

- Prepare clear and concise reports to recommend improvements and innovations in operational methods or equipment
- Plan work phases of maintenance of repair projects to effect maximum utilization of staff, equipment, and materials
- Prepare estimates of time, material, and costs
- Utilize the highest level of interpersonal skill to understand, select, develop, and motivate internal and external customers

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; occasional pushing and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, 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. Possession of an unlimited Mechanical Journeyman License as issued by the State of Oklahoma, *some positions*
3. Contractor's License in Plumbing, Electrical, or Mechanical as issued by the State of Oklahoma, *some positions*

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



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**EEO Code: E-02
Group: Labor and Trades
Series: Labor and Trades Supervision**