



# CLASS TITLE | DEPUTY DIRECTOR OF PUBLIC WORKS

PAY GRADE: EX-60 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 1229

Effective Date : 03/22/2023

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for the planning, directing and coordinating the Public Works project planning, design, construction and maintenance of streets, public facilities and stormwater systems; manages all related engineering services and performs other related duties as assigned.

## ESSENTIAL TASKS:

- Collaborates with other City operating departments and directs managers in the planning and coordination of personnel engaged in the operation and repair of streets, public facilities and engineering services, traffic control systems, stormwater system, solid waste programs and public buildings
- Directs the review and approves designs, plans, specifications, and cost estimates related to the maintenance, improvement and expansion of the City's transportation, stormwater, public buildings, and water and wastewater systems
- Oversees management of large-scale design, construction, and maintenance projects
- Directs the department's engineering activities and programs and monitors strategic goals and objectives as related to the design and preparation of plans, specifications, cost estimates, surveying, land acquisition and project management
- Coordinate prequalification, solicitation and acquisition of professional services related to design and construction activities
- Review and approves purchase requests, material expenditures, and staffing requirements
- Initiates studies to determine adequacy and effectiveness of current operations and maintenance programs and projects, includes long-range plans for operational changes
- Assists with formulation of the department's proposed annual budget
- Assists with developing and prioritizing proposals for capital improvement projects
- Prepares and presents comprehensive reports to other departments, elected officials, outside agencies, boards, authorities, and organizations; represents the City of Tulsa in dealing with other governmental agencies, contractors, media, and the public
- Coordinates interaction as needed for public meetings for State and ODOT negotiations, sales tax packages, bond and infrastructure project management and various Council issues
- Ensures compliance with local, state, and federal regulations and City policies
- Evaluates programs for effectiveness, alignment to city goals and accomplishment of the target objectives, managing prioritization of workloads within the divisions with special emphasis on the Engineering Division
- Plans, motivates, and supervises the work of subordinate personnel, including the accurate communication of City and departmental policies, procedures, and standards and ensuring compliance and understanding throughout the department
- 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 construction management, public administration, civil engineering, or a related field; **and**,
- (b) Nine (9) years of progressively responsible management experience relevant to the essential tasks listed in this job description; **including**,
- (c) Five (5) years of progressively responsible management and administrative experience relevant to the essential tasks listed in this job description



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### Knowledge, Abilities and Skills:

#### Knowledge of:

- Comprehensive knowledge of municipal operational objectives, purposes, methods, practices used in the planning and design of construction, maintenance and repair of streets, surface drainage, stormwater management, traffic control systems, solid waste programs, water infrastructure, wastewater infrastructure and public facilities
- Comprehensive knowledge of methods and techniques related to design services
- Comprehensive knowledge of pavement management
- Good knowledge of traffic management systems

#### Ability to:

- Plan, direct and coordinate professional and sub-professional personnel engaged in maintenance and operational programs administered by the department
- Develop and present written and oral reports
- Formulate short and long range plans necessary to accomplish departmental goals
- Utilize the highest level of interpersonal skill to understand, select, develop and motivate internal and external customers

#### Skill in:

- Communicating clearly and precisely, both verbally and in writing
- Analyzing situations quickly and efficiently working towards problem resolution

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequently lifting up to 10 pounds; occasionally carrying up to 20 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:

- a) Possession of a valid Oklahoma Class "D" Driver license; **and**,
- b) Registration as a Professional Engineer in the State of Oklahoma

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting with some travel to various job sites to review operations.

**EEO Code: E-01**

**Group: Operations, Planning, and Technical**

**Series: Management and Operations**