



CLASS TITLE | DEPUTY DIRECTOR OF ASSET MANAGEMENT—BUILDING OPERATIONS

PAY GRADE: EX-56| www.cityoftulsa.org/pay

Class Code: 1265

Effective Date : 08/09/2023

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for professional leadership, management, and operation, of the City of Tulsa's Asset Management Building Operations Division, including short range and long-range planning for the City's facilities capital planning and maintenance, energy conservation and control programs for the City's facilities; and performs other related assigned duties.

ESSENTIAL TASKS:

- Ensures compliance with City and departmental goals, while directing maintenance and operations across the city to create a safe environment 24 hours, 7days per week for employees and guests in City facilities as well as assets and public facilities.
- Develops and implements plans for the efficient utilization of personnel, equipment, services and materials and provides information on resource use and work accomplishments
- Directs technical staff in the installation, maintenance and repair of a large complex of buildings, heating and air conditioning equipment and a complex energy conservation and control program
- Monitors contracts and project scheduling for City staff and contract providers to ensure adherence to specifications
- Monitors City, state and federal legislation to assure compliance
- Directs the operations and maintenance of City of Tulsa buildings, a complex heating and air conditioning plant, the maintenance and monitoring of a complex energy conservation and control program and computer and communications systems
- Develops, implements and monitors building energy management practices and systems
- Develops specifications for equipment and material purchases
- Consults with administrative personnel, contractors, engineers and lessees on proposed construction, repair and new installations
- Reviews technical publications to research new techniques and equipment and makes recommendations for modifications or additions to existing installations of facilities
- Directs resources to inspect and determine necessary repairs to property or buildings, ensuring appropriate personnel make repairs and appropriate various supplies and services
- Develops and maintains annual operating budget and a capital improvement plan
- Coordinating activities with other internal departments, the community, and other external agencies
- 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 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 business or public administration or a related field; **and**,
- (b) Nine (9) years of progressively responsible experience in the operation and maintenance of a large complex of buildings and heating and air conditioning equipment; **including**,
- (c) Two (2) years supervisory or managerial experience.

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of materials, methods and practices used in the operation, maintenance and repair of buildings
- Considerable knowledge of energy conservation practices and their application to facility efficiency



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- Considerable knowledge of the principles, practices, methods and techniques of the major building and mechanical trades
- Considerable knowledge of the principles and practices of civil engineering as applied to facility operations and maintenance activities
- Considerable knowledge of standard safety principles, practices and procedures.

Ability to:

- Administer a comprehensive program of building maintenance and operation
- Program men, materials and equipment for the most efficient usage
- Establish priorities and make long-range plans
- Administer a large budget and make sound cost estimates
- Recommend effective programs incorporating new and improved techniques and procedures
- Read and interpret engineering plans and specifications
- 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; occasional carrying up to 60 pounds; occasional pushing up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of one or more electrical, mechanical or plumbing contractor's license(s) as issued by the State of Oklahoma. *Mechanical contractor's license preferred; and,*
- b) Possession of a valid Oklahoma Class "D" Driver License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, occasionally outdoors and in inclement weather and subject to high noise. After hours availability and emergency response are expected.

EEO Code: E-01

Group: Labor and Trades

Series: Labor and Trades Supervision