



CLASS TITLE | PUBLIC WORKS STREET MAINTENANCE MANAGER

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

Class Code: 1270

Effective Date: October 25, 2023

PURPOSE OF THE CLASSIFICATION: Under general direction performs responsible managerial direction in the maintenance and construction activities of the Streets Division of the Public Works Department and other related required duties.

ESSENTIAL TASKS:

- Administers all phases of a comprehensive program of street maintenance and routine and preventive construction projects
- Analyzes maintenance and construction needs for City streets
- Develops effective plans for the efficient utilization of personnel, equipment and materials
- Directs the maintenance of the City's rights-of-way, medians and cemeteries.
- Investigates and resolves citizen complaints
- Administers a preventive maintenance program for heavy equipment and rolling stock
- Manages work order management systems
- Prepares and monitors the Street Maintenance budget
- Sets priorities for capital equipment requests for Street programs
- Develops snow/ice and emergency response programs
- Develops specifications for equipment and materials
- Reviews work performance of subordinates and contractors for quality and quantity
- Makes recommendations for new and improved methods and materials
- 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 civil engineering, public administration or construction management or related field of study, **and,**
- (b) Eight (8) years of progressively responsible experience in maintenance and construction work, preferably involving maintenance and construction of streets and/or highways or a field related to the essential tasks of this job description **and,**
- (c) Previous supervisory experience preferred.

Knowledge, Abilities and Skills:

- Considerable knowledge of the materials, methods and practices of street maintenance and construction;
- Considerable knowledge of the characteristics and usage of concrete, asphalt and other materials common to the field;
- Considerable knowledge of the principles and practices of civil engineering as applied to construction and maintenance activities; and
- Considerable knowledge of the characteristics, capabilities and maintenance requirements of heavy equipment

Ability to:

- Ability to administer a comprehensive program of street maintenance and construction;
- Ability to plan employees, materials and equipment for the most efficient usage;



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- Ability to establish priorities and make long-range plans;
- Ability to administer a large budget and make sound cost estimates;
- Ability to recommend effective programs incorporating new and improved techniques and procedures; and
- Ability to 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 lifting, carrying, pushing and pulling up to 20 pounds; may be subject to walking, reaching, balancing, bending, kneeling, crawling, handling, feeling, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is indoors in an office setting and outdoors and in inclement weather and requires some travel to various locations to monitor street projects.

EEO Code: E-01

Group: Clerical and Administrative

Series: General Administrative