



CLASS TITLE | STREET MAINTENANCE, OPERATIONS, AND INSPECTION MANAGER

PAY GRADE: EX-40 | www.cityoftulsa.org/pay

Class Code: 1282

Effective Date: 10/30/2024

PURPOSE OF THE CLASSIFICATION: Under general direction oversees the planning, scheduling and organization of street preventative maintenance and construction projects, including annual Capital Improvement Projects, and the repair of arterial and residential streets; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Oversees, directs, assists and reviews the work of subordinates engaged in the administration of contracts performing routine and preventative maintenance on city streets
- Prepares and review bids and contract documents
- Assigns, coordinates and schedules routine and preventative maintenance contracts
- Monitors progress of contracts, review and approve material submissions, and investigate and resolve citizen complaints
- Performs challenging inspections and determine appropriate course of action
- Liaison between internal and external customers to maintain open communication
- Reviews plans and specifications to determine contractor compliance and ensure proper operations and completion of projects
- Establishes and monitors procedures and methods to account for project expenditures and record retention
- Coordinates the required testing of new installations
- 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 the following criteria:

- (a) Completion of 60 hours from an accredited college or university in coursework related to the requirements of this job description; **and**,
- (b) Six (6) years of progressively responsible experience in a role related to the essential tasks listed in this job description; **including**,
- (c) Two (2) years of supervisory experience

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of contract management principles and practices
- Considerable knowledge of federal, state and local laws pertaining to the awarding of public works contracts
- Considerable knowledge of contract preparation procedures
- Considerable knowledge of legal terms and general business procedures and practices
- Considerable knowledge of a variety of construction methods and materials
- Considerable knowledge of the standards for concrete mix, and the placing and finishing of concrete structural work
- Considerable knowledge of the principles, techniques and terminology of civil engineering as they relate to public works construction



CLASS TITLE | STREET MAINTENANCE, OPERATIONS, AND INSPECTION MANAGER

PAY GRADE: EX-40 | www.cityoftulsa.org/pay

Class Code: 1282

Effective Date: 10/30/2024

Ability to:

- Analyze and interpret legal contracts for the construction of public projects and effectively communicate in both written and verbal form
- Operate computer software for word processing and spreadsheets to interpret complex plans, specifications, and blueprints, in comparison to actual construction practices
- Detect structural and other faults, and to appraise for quality of construction while supervising the work of subordinate inspectors who are enforcing regulations with firmness, tact and impartiality
- Understand and influence the behavior of internal and external customers, in order to achieve job objectives and cause action or understanding

Skill in:

- Leadership and effective decision making
- Written and verbal communication
- Conflict resolution and problem solving

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing and pulling up to 20 pounds; subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, twisting, handling, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

WORKING ENVIRONMENT: Working environment is indoors in an office setting, and outdoors in inclement weather; requires travel to various locations for inspections.

EEO Code: E-03

Group: Engineering, Planning and Technical

Series: Inspection