



CLASS TITLE | DIRECTOR OF PUBLIC WORKS

PAY GRADE: EX-71 | www.cityoftulsa.org/pay

Class Code: 1246

Effective Date : 02/15/2023

PURPOSE OF THE CLASSIFICATION: Under executive direction is responsible for planning, directing and coordinating the construction and maintenance of streets, and public facilities, and maintenance of 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 planning and coordinating personnel engaged in the operation and repair of streets, public facilities and engineering services, surface drainage and traffic control systems, vegetation and stormwater drainage control, storm sewer, solid waste programs and public buildings
- Directs the review and approves designs, plans, specifications and cost estimates for the maintenance, improvement and expansion of the City's transportation, storm sewer, public buildings and water and wastewater facilities and systems
- Directs, plans and coordinates engineering functions, including the design and preparation of plans, specifications, cost estimates, surveying, land acquisition and project management
- Directs the department's work activities and monitors strategic performance goals and objectives
- Ensures compliance with federal, state and local regulations and City policies
- Initiates studies to determine adequacy and effectiveness of current operations and maintenance programs and projects
- Develops operating policies and program and project administration
- Oversees management of large-scale construction and maintenance projects
- Formulates the department's proposed annual budget
- Develops and prioritizes proposals for capital improvement projects
- Develops long-range plans for operational changes
- Reviews and approves purchase requests, material expenditures and staffing requirements
- 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 and the general public
- Resolves complaints and answers inquiries from the public and media
- Advises the Mayor and management on major policy decisions affecting the Public Works department
- 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 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; master's degree in a related field *preferred*; **and**,
- (b) Eleven (11) 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.

Knowledge, Abilities and Skills:



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Knowledge of:

- Comprehensive knowledge of municipal operational objectives, purposes, methods, practices used in the panning maintenance and repair of streets, surface drainage and traffic control systems, vegetation and stormwater and storm sewer management and solid waste programs, public facilities and engineering services
- Comprehensive knowledge of methods and techniques to control vegetation
- Good knowledge of pavement and traffic management systems

Ability to:

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

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 10 pounds; occasional 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: Possession of a valid Oklahoma Class "D" Driver license.

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

EEO Code: E-01

Group: Operations, Planning, and Technical

Series: Management and Operations