



CLASS TITLE | WATER SUPPLY SYSTEMS MANAGER

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

Effective Date: 02/12/2025

CLASS CODE: 1068

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for operations and maintenance, engineering, planning and administrative work in directing the Source Water Protection Program, Lakes and Raw Water Flowlines, Water Treatment Plants and related facilities of the Water and Sewer Department; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Directs the section managers in planning and coordinating personnel engaged in the protection, operations and maintenance of the City's Water Supply Systems
- Plans, directs, and supervises the work of professional, sub-professional, technical, and labor personnel
- Initiates, directs, and assists in communication, coordination and cooperation with other City departments, consultants, contractors, and outside agencies to achieve department goals and objectives
- Coordinates the preparation of specifications for material, equipment, and service needs
- Initiates studies to determine adequacy and effectiveness of present operations
- Recommends and establishes new methods and procedures for improving efficiency
- Directs the preparation of and administers the annual budget for the Water Supply division
- Conducts and attends official meetings and conferences relating to department operations
- Ensures operations are in compliance with applicable federal, state, and local regulations as well as City and departmental policies
- Prepares, reviews, administers, and monitors the budget
- Assists and performs work involving the preparation and review of contracts and proposals
- Develops and presents written and verbal reports
- Performs duties for the Director as required
- Manages emergency preparedness, mitigation, response and recovery plans for the division
- Develop, monitor and support initiatives to improve the overall department and division safety programs and engage in opportunities to improve the process
- Manages water and sewer assets safely and efficiently across their life-cycle according to the policies, strategies and procedures provided in the Asset Management Framework
- 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:



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- (a) Completion of 120 hours from an accredited college or university. Preference is given to Bachelor of Science degree in Biology, Chemistry, Environmental Engineering, Civil Engineering or related field ; **and,**
- (b) Eight (8) years of progressively responsible experience in municipal public works and water operations

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of municipal water operations objectives, purposes, methods, and practices
- Comprehensive knowledge of water engineering principles as they apply to the maintenance, repair and operation of a water facility
- Comprehensive knowledge of the laws, ordinances and regulations related to the planning, development, operation, and maintenance of water facilities
- Considerable knowledge of modern developments and sources of information regarding water operations

Ability to:

- Plan, direct, coordinate and supervise the work of professional, sub-professional and technical personnel engaged in maintenance and operation of water facilities
- Prepare comprehensive reports and recommendations for improved and expanded service
- Work effectively with others in complex and controversial situations with appropriate tact and courtesy
- Formulate short- and long-range plans necessary to accomplish the goals of the department
- Express ideas and recommendations effectively
- 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 15 pounds, with occasional lifting up to 60 pounds, frequent carrying up to 15 pounds, with occasional carrying up to 60 pounds; occasional pushing and pulling up to 60 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.



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Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Driver license; **and,**
- b) Valid Class "A" Water Operator license issued by the Oklahoma Department of Environmental Quality (DEQ) **or** the ability to obtain within time allotted by law

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: E-01

Group: Engineering, Planning and Technical Group

Series: Professional Engineering Series