

## **CLASS TITLE: STREETS AND STORM WATER OPERATIONS MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under direction is responsible for managerial, administrative and supervisory activities involving technical, maintenance and operations of City infrastructure, storm water systems, rights of way, green waste, surface drainage/vegetation and contract management and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Plans, coordinates, assigns and supervises the work of subordinate supervisors, contractors and assigned crews engaged in maintenance and repair of facilities, infrastructure, storm water, rights of way and green waste collection and disposal
- Manages and administers Tulsa's Municipal Separate Storm Sewer System, Storm Water Discharge and National Pollutant Discharge and General Pesticide Permits to ensure compliance
- Computes labor estimates and material needs
- Reviews all incoming work and establishes priorities for completion
- Assists in coordinating large scale projects and complex activities
- Assists in developing and administering formal on-the-job training programs
- Reviews workforce productivity, submits recommendations for improvements to management and implements plans for increased efficiency
- Develops, implements and assists in administering effective safety programs
- Assists in designing and implementing preventive maintenance programs
- Maintains records and produces activity reports for management review
- Assists in conducting field inspections of work in progress to review productivity
- Consults with contractors, regulatory agencies and other entities to ensure compliance with laws, regulations and guidelines
- Makes recommendations to management and enforces disciplinary action for rules' violations
- Assists in the review of plans and specifications for new construction projects
- Supervises data collection
- Works with Communications to develop interactive website and literature branding tools used in a public education program to help reduce the discharge of pollutants into the storm sewer
- Researches, reviews and reports on technological industry advances
- Prepares and monitors division budget
- Assists in formulating plans for emergency work projects
- Reviews federal and state mandates impacting the City to identify necessary operational changes and track trends for future planning
- Assists in performing equipment and human resource utilization studies and preparing five year equipment replacement plan
- Prepares specifications and purchases equipment, materials and services
- Supervises utilization of current computer systems and develops specifications for new computer applications
- Assists in investigating citizen complaints and damage claims and documents facts
- Responds to all city emergencies as needed
- 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: Graduation from an accredited college or university with a bachelor's degree in public administration, construction or natural resource management or a closely related field and five (5) years of progressively responsible experience in construction, maintenance and repair of infrastructure, storm water systems, rights of way, green waste management or related facilities; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, practices and techniques of construction, maintenance and repair to storm water collection/quality and related systems and green waste; considerable knowledge of the operational methods of heavy construction equipment and

machinery used in the operations, maintenance and repair of municipal storm water and green waste systems; good knowledge of the materials used in storm water and green waste systems; good knowledge of data processing capabilities and applications; and some knowledge of engineering principles and practices. Ability to plan, coordinate, assign and supervise the work of subordinates; ability to work from engineering plans and specifications; ability to maintain accurate records and prepare complex, detailed reports; ability to inspect and determine the quality of materials and evaluate work being performed; and the 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 and pulling up to 60 pounds; occasional carrying and pushing up to 10 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" Operator's License; some positions within this classification may require possession of a valid Class "B" Water or Wastewater License as issued by the Department of Environmental Quality (DEQ) a Certified Applicator's Permit in the Ornamental and Turf category as issued by the Oklahoma Department of Agriculture and/or an International Society of Arboriculture (ISA) Certification.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and requires some travel to various locations to make inspections of work in progress.

**Class Code: 1056**

**EEO Code: E-01**

**Pay Code: EX-44**

**Group: Engineering, Planning and Technical**

**Series: Professional Engineering**

**Effective Date: June 21, 2012**