

CLASS TITLE: PUBLIC BUILDING OPERATIONS MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for supervising the operation, maintenance and repair work at the One Technology Center; and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, assigns and supervises the work of subordinate personnel
- Inspects and directs work involving equipment installation, operation and repair
- Schedules personnel to make simple and complex physical setups for OTC events
- Plans, assigns, coordinates and supervises various maintenance and repair projects
- Consults with administrative personnel, contractors and engineers on proposed renovation projects and new installations and provides cost estimate of materials
- Trains and evaluates employees
- Monitors the maintenance and repair of equipment and various service contractors
- Establishes personnel safety program to assure safety of facilities, employees and the general public as involves mechanical equipment and related processes, maintaining and enforcing City safety policies and securing emergency services and repairs
- Maintains records and provides written and verbal reports to management regarding operations and planning needs
- Purchases equipment, supplies and services
- Maintains work order system
- Assists in developing and monitoring the work section budget
- Maintains inventory of disposable and fixed assets
- 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 an associate's degree in a related field, and five (5) years of progressively responsible experience in the installation, operation and repair of complex equipment and other mechanical systems at public buildings or facilities; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of modern methods, practices, and techniques used in the operation, maintenance, and repair of related buildings and equipment; comprehensive knowledge of equipment, materials, and operating practices involving complex mechanical and stationary systems; and considerable knowledge of the occupational hazards of the jobs and appropriate precautionary measures. Ability to prepare clear and concise reports and to recommend improvements and innovations in operation methods or equipment; ability to plan work phases of maintenance or repair projects in order to effect maximum utilization of men, equipment, and materials; ability to prepare estimates of time, material, and costs; 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 dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; occasional pushing and pulling up to 50 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 an unlimited Mechanical Journeyman License as issued by the State of Oklahoma in some positions; and possession of a valid Oklahoma Class "D" Operator's License.

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

Page 2 (continued from Public Building Operations Manager)

Class Code: 1175

EEO Code: E-02

Pay Code: EX-36

Group: Labor and Trades

Series: Labor and Trades Supervision

Effective date: May 13, 2015