

CLASS TITLE: PUBLIC WORKS BUILDING AND OPERATIONS MANAGER

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for planning, administration, operational and maintenance management work in directing the Public Works Department building maintenance and operations and energy conservation and control programs and performs other related assigned duties.

ESSENTIAL TASKS:

- Directs and administer the Public Works Department's maintenance and operations and conservation and control programs
- Develops and implements plans for the efficient utilization of personnel, equipment, services and materials and provides information on resource use and work accomplishments
- Manages technical staff in the installation, maintenance and repair of a large complex of buildings, heating and air conditioning equipment and a complex energy conservation and control program
- Monitors contracts and project scheduling for City staff and contract providers to ensure adherence to specifications
- Monitors City, state and federal legislation to assure compliance
- Directs the operations and maintenance of City of Tulsa buildings, a complex heating and air conditioning plant, the maintenance and monitoring of a complex energy conservation and control program and computer and communications system
- Develops, implements and monitors building energy management practices and systems
- Develops specifications for equipment and material purchases
- Consults with administrative personnel, contractors, engineers and lessees on proposed construction, repair and new installations
- Reviews technical publications to research new techniques and equipment and makes recommendations for modifications or additions to existing installations of facilities
- Manages resources to inspect and determine necessary repairs to property or buildings, assign appropriate personnel to make repairs and appropriate various supplies and services
- Develops and maintains annual operating budget and a capital improvement plan
- 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 business or public administration or a related field and six (6) years of progressively responsible experience in the operation and maintenance of a large complex of buildings and heating and air conditioning equipment or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of materials, methods and practices used in the operation, maintenance and repair of buildings; considerable knowledge of energy conservation practices and their application to facility efficiency; considerable knowledge of the principles, practices, methods and techniques of the major building and mechanical trades; considerable knowledge of the principles and practices of civil engineering as applied to facility operations and maintenance activities; and considerable knowledge of standard safety principles, practices and procedures. Ability to administer a comprehensive program of building maintenance and operation; ability to program men, materials and equipment for the most efficient usage; ability to establish priorities and make long-range plans; ability to administer a large budget and make sound cost estimates; ability to recommend effective programs incorporating new and improved techniques and procedures; ability to read and interpret engineering plans and specifications; 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 carrying up to 60 pounds; occasional pushing up to

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50 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.

Licenses and Certificates: Possession of one or more electrical, mechanical or plumbing contractor's license(s) as issued by the State of Oklahoma and a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, occasionally outdoors and in inclement weather and subject to high noise.

Class Code: 1058

EEO Code: E-01

Pay Code: EX-48

Group: Labor and Trades

Series: Labor and Trades Supervision

Effective date: July 2, 2007