PURPOSE OF THE CLASSIFICATION: Under general direction performs responsible managerial direction in the maintenance and construction activities of the Streets Division of the Public Works Department and other related required duties.

ESSENTIAL TASKS:
- Administers all phases of a comprehensive program of street maintenance and routine and preventive construction projects
- Analyzes maintenance and construction needs for City streets
- Develops effective plans for the efficient utilization of personnel, equipment and materials
- Directs the maintenance of the City’s rights-of-way, medians and cemeteries.
- Investigates and resolves citizen complaints
- Administers a preventive maintenance program for heavy equipment and rolling stock
- Manages work order management systems
- Prepares and monitors the Street Maintenance budget
- Establishes priorities for capital equipment requests for Street programs
- Develops specifications for equipment and materials
- Reviews work performance of subordinates and contractors for quality and quantity
- Makes recommendations for new and improved methods and materials
- 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: 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 civil engineering, public administration or construction management or related field of study, and,
(b) Eight (8) years of progressively responsible experience in maintenance and construction work, preferably involving maintenance and construction of streets and/or highways or a field related to the essential tasks of this job description and,
(c) Previous supervisory experience preferred.

Knowledge, Abilities and Skills:
- Considerable knowledge of the materials, methods and practices of street maintenance and construction;
- Considerable knowledge of the characteristics and usage of concrete, asphalt and other materials common to the field;
- Considerable knowledge of the principles and practices of civil engineering as applied to construction and maintenance activities; and
- Considerable knowledge of the characteristics, capabilities and maintenance requirements of heavy equipment

Ability to:
- Ability to administer a comprehensive program of street maintenance and construction;
- Ability to plan employees, 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; and
• 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, carrying, pushing and pulling up to 20 pounds; may be subject to walking, reaching, balancing, bending, kneeling, crawling, handling, feeling, 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.

WORKING ENVIRONMENT: Working environment is indoors in an office setting and outdoors and in inclement weather and requires some travel to various locations to monitor street projects.

EEO Code: E-01
Group: Clerical and Administrative
Series: General Administrative