



CLASS TITLE | PUBLIC WORKS CONTRACT MANAGER

PAY GRADE: EX-40 | www.cityoftulsa.org/pay

Effective Date: 10/29/2025

CLASS CODE: 2136

PURPOSE OF THE CLASSIFICATION: Under general direction of the Public Works Design Manager and Public Works Deputy Director, is responsible for the preparation, review, facilitation and coordination of contracts and contract procedures for Public Works, Planning and Neighborhoods, Water and Sewer, Sewer Operations Maintenance, Water Pollution Control, Parks and Recreation; and performs other related assigned duties.

ESSENTIAL TASKS:

- Manages, coordinates, and monitors the work of subordinates engaged in contract administration functions
- Manages plans, goals and objectives for employee development
- Examines contract documents for Capital Improvement projects
- Conducts thorough review and evaluation of contracts for compliance with local regulations, ordinances, state statutes, and federal laws
- Establishes time schedule and deadlines for public advertising, mandatory pre-bid conferences, and bid opening
- Coordinates contract addenda, notifying all parties prior to receiving bids
- Serves as liaison between various City departments, contractors, and consultants
- Collaborates with internal and external Professional Engineers, Licensed Architects, Consultants, Design Managers, and Deputy Director regarding status and problems concerning projects
- Engages with and implements instructions for the Small Business Enterprise (SBE) program to achieve compliance with Executive Order No. 2018-01
- Processes SBE change requests
- Oversees staffing of the contractor's pre-qualification program
- Schedules and conducts mandatory pre-bid meetings
- Attends pre-construction conferences
- Publishes and maintains City of Tulsa website on current projects
- Must report to work on a regular and timely bases

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following criteria:

1. (a) Completion of sixty (60) hours from an accredited college or university; **and**,
(b) Six (6) years' experience relevant to the essential tasks listed in this job description
2. (a) Completion of one hundred twenty (120) hours from an accredited college; **and**,
(b) Four (4) years' experience in a field relevant to the essential tasks listed in this job description



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Knowledge, Abilities and Skills:

Knowledge of:

- Contract management principles and practices
- Federal, state and local laws pertaining to government contracts
- Contract preparation procedures
- Legal principles, procedures, ordinances and statutes related to contracts/agreements and various types of insurance coverage
- Legal terms and general business procedures and practices

Ability to:

- Analyze and interpret legal contracts for construction projects
- Communicate effectively in both verbal and written form
- Operate computer software for word processing, spreadsheets and/or management systems
- Understand and influence the behavior of others within the organization, customers or the public to achieve job objectives and cause action or understanding
- Compare and analyze competitive bids
- Plan, organize and review the work of a small staff performing contract administration work

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing, and pulling up to 50 pounds; subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license

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

EEO Code: E-02

Group: Clerical and Administrative

Series: General Administrative