



# CLASS TITLE | UTILITY OPERATIONS SUPERVISOR

PAY GRADE: EX-32 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date: 04/01/2026

CLASS CODE: 3035

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**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES – OUTLINED BELOW\*\***

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**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for the supervision and coordination of administrative and/or field services for maintenance, construction, and repair work involving a variety of City properties, utilities, and facilities, and performs other related assigned duties.

### ESSENTIAL TASKS:

- Selects, trains, evaluates, and supervises the work of others
- Assists in developing and monitoring budgets, writes purchase orders, and maintains physical inventories of materials, tools and equipment
- Determines worksite safety equipment and practices
- Monitors compliance with various government regulations
- Formulates plans for emergency work projects
- Investigates and resolves customer complaints and assists subordinates with difficult decisions regarding information provided to the public and information pertaining to field/personnel policies and procedures
- Performs data analysis and utilizes information for reporting and tracking
- Directs equipment operation, snow and tree removal, tile setting, asphalt work and other maintenance functions (*some positions*)
- Assists in review of plans and specifications for new construction or renovation (*some positions*)
- Provides an audit plan that bests utilizes employees and services contracts resulting in appropriate diversion rates and best recycling results (*some positions*)
- Provides reports to management on work progress, operational concerns and planning
- Reports 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:

- (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and,**
- (b) Six (6) years of experience in the appropriate fields of utility construction, maintenance and/or repair work, or a field relevant to the essential tasks listed in this job description



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## **PAY INCREASE OPPORTUNITIES**

### **Educational Increases**

Employee will be eligible for a one (1) step increase upon completion of thirty (30) accredited college hours **and** six (6) months of employment in the position.

Employee will be eligible for an additional one (1) step increase upon completion of sixty (60) accredited college hours (or associate's degree from an accredited college) **and** twelve (12) months of employment in the position.

### **Water and Sewer Pay Increase Opportunities**

#### **1<sup>st</sup> Proficiency (All Divisions)**

- Three (3) months in current position
- Receives a "Proficient" rating on most current performance
- Manager Training Module 1

#### **SOM 1<sup>st</sup> Proficiency**

- Pipeline Assessment and Certification Program (PACP) Training Assessment (or equivalent)
- Manhole Assessment and Certification Program (MACP) (or equivalent)

#### **Water Distribution 1<sup>st</sup> Proficiency**

- Hach Water Quality Training
- Water Distribution II Training Class

#### **2<sup>nd</sup> Proficiency (All Divisions)**

- Six (6) months in current position
- Receives a "Proficient" rating on most current performance evaluation
- Manager Training Module 2
- Teach a training class(es) (8 hours)

#### **3<sup>rd</sup> Proficiency (All Divisions)**

- Nine (9) months in current position
- Receives a "Proficient" rating on most current performance evaluation
- Manager Training Module 3
- Teach a training class(es) (16 hours, in addition to the 8 hours in the 2<sup>nd</sup> proficiency)
- Obtain a relevant Class "B" Waterworks/Wastewater Works Operator license as issued by the Department of Environmental Quality (DEQ)



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## **4<sup>th</sup> Proficiency (All Divisions)**

- Twelve (12) months in current position
- Receives a "Proficient" rating on most current performance evaluation
- Obtain a relevant Class "A" Waterworks/Wastewater Works Operator license as issued by Department of Environmental Quality (DEQ)

## **Public Works Pay Increase Opportunities**

### **1<sup>st</sup> Proficiency (All Divisions)**

- Three (3) months in current position
- Receives a "Proficient" rating on most current performance evaluation
- ICS-100 Introduction to Incident Command System or equivalent
- ICS-200 Basic Incident Command System for Initial Response or equivalent

### **2<sup>nd</sup> Proficiency (All Divisions)**

- Six (6) months in current position
- Receives a "Proficient" rating on most current performance evaluation
- TCCL Customer Service 101 or equivalent
- Completion of Stormwater Operator Certification Course or equivalent
- ICS-700 National Incident Management System or equivalent

### **3<sup>rd</sup> Proficiency (All Divisions)**

- Nine (9) months in current position
- Receives a "Proficient" rating on most current performance evaluation
- TCCL Team Management and Leadership or equivalent
- ICS-800 National Response Framework or equivalent
- Teach a training class(es) (8 hours)

### **4<sup>th</sup> Proficiency (All Divisions)**

- Twelve (12) months in current position
- Receives a "Proficient" rating on most current performance evaluation
- ICS-300 Intermediate ICS for Expanding Incidents or equivalent
- ICS-400 Advance ICS for Command and General Staff or equivalent
- Lean Six Sigma Yellow Belt certification
- Management Shadowing



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## Knowledge, Skills, and Abilities

### Knowledge of:

- Comprehensive knowledge of modern methods, materials, practices and techniques of public works maintenance; repair and construction
- Comprehensive knowledge of safety policies and practices
- Good knowledge of supervision practices and techniques
- Considerable knowledge of laws and ordinances governing City of Tulsa
- Good knowledge of the geography of the City of Tulsa

### Ability to:

- Plan, organize and supervise the activities of skilled and unskilled workers
- Work from engineering plans and specifications
- Make material and labor costs estimates
- Keep records of work performance and determine quality of work by inspection
- Independently make quick decisions in the field
- Use computers for field reporting
- Enforce regulations with firmness and impartiality
- Utilize the highest level of interpersonal skill 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, carrying, pushing and pulling up to 60 pounds and frequent lifting and carrying up to 20 pounds; may be subject to walking, standing, reaching, balancing, bending, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

## Licenses and Certificates:

1. Possession of a valid Oklahoma Class "D" Driver license
2. Possession of a Class "D" Water or Wastewater Operator's License as issued by the Department of Environmental Quality (DEQ) within nine (9) months from date of hire
3. Must obtain Oklahoma Code Enforcement Association (OCEA) certification within one (1) year of hire date (*some positions*)
4. Must obtain a relevant Class "C" Water or Wastewater Operator's License as issued by the Department of Environmental Quality (DEQ) within eighteen (18) months from date of hire (*some positions*)
5. Pesticide Applicator's License as issued by the Department of Environmental Quality (DEQ) and/or a valid Class "A" Commercial Driver License (CDL) (*some positions*)
6. Scuba Diving Certification (*some positions*)



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**WORKING ENVIRONMENT:** Working environment is outdoors and in inclement weather and indoors in an office setting; may be exposed to weather/temperature extremes, traffic, confined spaces and open trenches; requires some travel to various locations to supervise crews and conduct inspections and meetings; and may be required to work uncommon hours, overtime, and be subject to call out 24 hours a day.

**EEO Code: E-07**

**Group: Labor and Trade**

**Series: Utility Field Services Supervisor**