

JOB FAMILY SUMMARY:

This document describes all job classifications in this job family which vary in grade level as indicated below. The first two (2) grade levels make up a progression where employees may progress from one grade to the next once they meet all requirements. Find the detailed specific requirements of each classification in the job descriptions below.

Class Title	Pay Grade	Progression/ Promotion	Supervision Level	Minimum Education	Page #
Operator I	LT-15	N/A	Under Direct Supervision	HS/GED	2
Operator II	LT-16	Progression	Under Direct Supervision	HS/GED	4
Operator III	LT-17	Promotion	Under Direct Supervision	HS/GED	6
Crew Leader I	LT-18	Promotion	Under General Supervision	HS/GED	8
Crew Leader II	AT-28	Promotion	Under General Supervision	HS/GED	10

PURPOSE OF THE CLASSIFICATION: Positions in this broad class perform various Public Works Department (PWD) and Water and Sewer Department (WSD) services at increasing levels of responsibilities while working as a member of a crew engaged in construction, maintenance, repair, or operational activities across City services or facilities, and other related duties as assigned.

WORKING ENVIRONMENT:

Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, traffic, cramped work areas, excessive dust, weather/extreme temperatures, trench excavations, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, hazardous/toxic materials, sewage, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, high noises; and may be required to work overtime and be on 24-hour standby.

PHYSICAL REQUIREMENTS:

Physical requirements include frequent walking and standing; frequent lifts/carries up to 60 pounds; occasional lifts/carries up to 105 pounds; occasional pushing and pulling up to 60 pounds; frequent balancing, bending, kneeling, handling, climbing, smelling and twisting; occasional reaching, crawling and feeling; and vision, speech and hearing sufficient to perform the essential tasks.

LT-15 | OPERATOR I

CLASS CODE:7565

ESSENTIAL TASKS:

- Perform unskilled or semiskilled construction, maintenance, and repair duties to related assigned public infrastructure systems
- Operate power tools, hand tools, and various vehicles or equipment as required
- Maintains worksite safety, including traffic control and use of safety equipment/devices
- Cleans work area, tools, and equipment upon completion of work
- Perform heavy manual labor in varying weather conditions
- Respond to emergency situations such as flooding, storm cleanup, or infrastructure failures
- Conduct pre-trip inspections and document vehicle/equipment conditions
- Must report to work on a regular and timely basis

ESSENTIAL TASKS: Public Works Department

- Repair and maintain storm sewer and street systems
- Operates a variety of powered and heavy automotive equipment
- Assist with street repairs, graffiti removal, mowing, or vegetation management depending on assignment
- Plant, maintain, trim, and remove ornamental plants
- Apply herbicides/pesticides

ESSENTIAL TASKS: Water and Sewer Department

- Perform construction, maintenance, and repair related to water and wastewater systems, facilities, and equipment
- Comply with state and federal environmental regulations (e.g., DEQ requirements)
- Perform confined space entry operations safely and according to procedure
- Assist with sewer maintenance equipment
- Perform sewer mainline repairs in excavations
- Repair, clean, disinfect, and flush water main systems
- Respond to water quality inquiries
- Read, install, or remove water meters; operate valves
- Conduct valve surveys
- Perform turn-ons/turn-offs and on-site utility credit collections
- Maintains grounds including mowing, trimming, and fencing

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

1. a) Graduation from high school or possession of a General Education Development (GED) certificate; **and,**
b) Three (3) months experience performing heavy manual labor
2. a) Completion of tenth (10th) grade; **and,**
b) Two (2) years' experience in heavy manual labor

Knowledge, Abilities, and Skills:

Knowledge of:

- Basic manual labor practices, methods, tools and materials
- Hazards and applicable safety precautions
- Operation and maintenance requirements of trucks and construction equipment

Ability to:

- Perform heavy manual labor for extended periods in adverse weather
- Operate tools and equipment safely
- Communicate courteously and tactfully

Licenses and Certificates:

1. Possession of a valid Oklahoma Class "D" Driver License
2. Possession of a valid Class "A" or Class "B" CDL required within designated timeframes, *some positions*
3. Possession of a valid Oklahoma Class "D" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ) within (9) months from date of hire, *some positions*
4. Oklahoma Department of Agriculture Pesticide Applicator certification for Service Technician in either/both the Ornamental Turf Category and Right of Way Category and/or an appropriate technical license within nine (9) months from date of hire, *some positions*

LT-16 | OPERATOR II

CLASS CODE: 7566

ESSENTIAL TASKS:

- Perform manual and semiskilled construction, maintenance, and repair work
- Prepare site protection devices and maintain worksite safety
- Operate various trucks, powered equipment, and tools
- Perform equipment inspections and routine servicing
- Clean work sites and equipment after job completion
- Follow written and verbal instructions
- Provide courteous communication with coworkers and the public
- Must report to work on a regular and timely basis

ESSENTIAL TASKS: Public Works Department

- Perform street, curb, gutter, storm sewer, and drainage system repair
- Install and remove shoring; work safely in excavations
- Respond to storms, flooding, and ice/snow emergencies
- Perform concrete/asphalt construction and finishing
- Set elevations, forms, traffic control, and flagging
- Perform stormwater facility maintenance, debris removal, erosion control
- Apply pesticides/herbicides and maintain landscaping

ESSENTIAL TASKS: Water and Sewer Department

- Perform maintenance and repair on water/wastewater facilities
- Comply with state and federal environmental regulations
- Perform confined space entry
- Support sewer emergency investigations and repairs
- Repair water mains, flush systems, and respond to water quality concerns
- Operate and inspect valves; conduct valve surveys
- Install, remove, and read water meters (as assigned)
- Maintain grounds including mowing, trimming, and fencing

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

1.
 - a) Graduation from high school or possession of a General Education Development (GED) certificate, **and;**
 - b) One (1) year as an Operator I, **and;**
 - c) Completion of associated Operator I proficiencies
2.
 - a) Completion of 10th grade, **and;**
 - b) Three (3) years heavy labor, **and;**
 - c) Completion of associated Operator I proficiencies



OPERATOR JOB FAMILY (MULTIPLE)

PAY GRADES: LT-15 TO AT-28 www.cityoftulsa.org/pay

EFFECTIVE DATE: 09/16/2026

Knowledge, Abilities, Skills:

Knowledge of:

- Manual labor practices, equipment, tools, and safety procedures

Ability to:

- Operate trucks, tools, and heavy equipment, tools, and safety procedures
- Perform heavy manual labor in all weather conditions
- Read and follow written instructions and communicate effectively

Licenses and Certificates:

1. Possession of a valid Oklahoma Class "D" Driver License
2. Possession of a valid Class "A" Oklahoma Commercial Driver License (CDL) with "N" endorsements, *some positions*
3. Relevant Class "D" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ) within 9 months of hire, *some positions*
4. Oklahoma Department of Agriculture Pesticide Applicator certification for Service Technician in either/both the Ornamental Turf Category and Right of Way Category and/or an appropriate technical license within nine (9) months from date of hire, *some positions*

LT-17 | OPERATOR III

CLASS CODE: 7567

ESSENTIAL TASKS:

- Operates heavy and complex equipment including backhoes, trackhoes, loaders, tractor trailers, graders, dozers, sewer cleaners, and other specialized machinery
- Performs equipment checks and preventative maintenance and reports needed repairs
- Performs skilled repair, construction, and excavation work
- Occasionally provides lead work, directs crews, and assists with planning and prioritization
- Maintains and enforces worksite safety including traffic control and regulatory compliance
- Completes documentation, records, and maintenance logs
- Participates in emergency and after-hours response operations
- Cleans work area and equipment
- Reports to work on a regular and timely basis

ESSENTIAL TASKS: Public Works Department

- Operates highly complex equipment including dozers, graders, asphalt distributors, milling machines, paint stripers, boom/cane trucks, and high-pressure sewer cleaners
- Performs streets, drainage, and stormwater systems maintenance
- Leads crews on major construction and maintenance tasks
- Uses OKIE 811 utility location procedures

ESSENTIAL TASKS: Water and Sewer Department (Technician)

- Performs meter service, customer service investigations, and water/sewer complaint resolution
- Coordinates with customers, contractors, and property owners
- Operates and trains others on specialized sewer/water equipment
- Performs asset data collection and documentation

ESSENTIAL TASKS: Water and Sewer Department (Infrastructure)

- Performs heavy excavation, trenching, backfill, and compaction according to OSHA standards
- Operates and maintains specialized excavation equipment
- Ensures compliance with OKIE 811, DEQ, and utility safety standards

Training and Experience: Must meet the following criteria

- a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and,**
- b) Three (3) years of progressively responsible experience in the major repair or heavy construction field; **including,**
- c) Semiskilled and skilled work in the major repair or heavy construction field with some lead work responsibility; **or,**
- d) One (1) year as an Operator II

Knowledge, Skills, and Abilities

Knowledge of:

- Heavy equipment operation
- Safety standards
- Utility systems
- Construction practices

Ability to:

- Lead crews
- Interpret instructions
- Maintain records
- Operate heavy equipment safely and work in adverse weather

Licenses and Certificates:

1. Possession of a valid Oklahoma Class "D" Driver License
2. Class "A" CDL with endorsements within designated timeframes depending on division, *some positions*
3. Relevant Class "D" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ) within 6 months of hire, *some positions*
4. Confined Space Entry Certification and/or Certification on Self-Contained Breathing Apparatus (SCBA) within 6 months of hire, *some positions*

LT-18 | CREW LEADER I

CLASS CODE:7568

ESSENTIAL TASKS:

- Performs lead work such as planning, prioritizing tasks, solving problems, and making decisions
- Directs multiple crews performing maintenance, repair, and condition assessments tasks
- Operates, maintains, and instructs others in the use of various tools and equipment
- Completes and maintains required records, including personnel, equipment, and materials data
- Develops and maintains worksite safety
- Serves as liaison with customers, contractors, landowners, and other stakeholders
- Provides on the job training and assists with evaluation of crew members
- Ensures compliance with relevant local, state, and federal regulations
- Must report to work regularly and on time

ESSENTIAL TASKS: Public Works Department

- Maintains irrigation systems, performs erosion control, and constructs gabion walls and channels
- Oversees pesticides and herbicides application
- Performs major street repairs, establishes elevations, and directs asphalt/concrete finishing
- Directs overlay operations and speed hump installation

ESSENTIAL TASKS: Water and Sewer Department

- Installs, maintains, inspects, rehabilitates, and replaces sanitary sewer and/or water pipelines and structures
- Operates CCTV, bypass pumping, and dewatering systems
- Performs skilled masonry and concrete work
- Provides emergency and non-emergency water system maintenance
- Performs flushing, chlorination, leak detection, and large meter installation
- Works from barges/boats; performs reservoir and right of way maintenance

Training and Experience: Must meet the following criteria:

- (a) Graduation from high school or possession of a General Education Development (GED) certificate; **and,**
- (b) Four (4) years' progressively responsible experience including semiskilled and skilled construction work experience in water, sewer maintenance, construction, utility location, or related field

Knowledge, Skills, and Abilities

Knowledge of:

- Considerable knowledge of construction methods, safety, tools and equipment
- Considerable knowledge of Occupational Safety and Health Administration (OSHA) and other governmental rules and regulations relating the to the hazards and safety precautions of the work

Ability to:

- Perform basic math calculations
- Lead a group of workers performing manual labor for extended periods of time, in varying weather conditions
- Read and interpret plans and specifications
- Plan and oversee the work of semiskilled and skilled workers
- Operate tools and equipment safely
- Communicate courteously and tactfully

Licenses and Certificates:

1. Possession of a valid Oklahoma Class "D" Driver License
2. Possession of a valid Class "A" CDL with required endorsements within 6 months of hiring, *some positions*
3. Oklahoma State Agriculture Department Non-commercial Pesticide/Herbicide permit within 9 months of hire, *some positions*
4. Relevant Class "D" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ) within 12 months of hire, *some positions*
5. Confined Space Entry Certification and/or Certification on Self-Contained Breathing Apparatus (SCBA), *some positions*

AT-28 | CREW LEADER II

CLASS CODE: 7569

ESSENTIAL TASKS:

- Performs lead work such as planning activities according to priorities, problem solving and decision making
- Directs multiple crews performing maintenance, repair, and condition assessments tasks
- Operates, maintains, and instructs others in the use of various tools and equipment
- Completes and maintains required records, including personnel, equipment, and material data
- Develops and maintains worksite safety
- Serves as liaison with customers, contractors, landowners, and other stakeholders
- Provides on the job training and assists with evaluation of crew members
- Ensures compliance with relevant local, state, and federal regulations
- Must report to work on a regular and timely basis

ESSENTIAL TASKS: Public Works Department

- Maintains irrigation systems, performs erosion control, and constructs gabion walls and channels
- Oversees pesticides and herbicide application
- Performs major street repairs, establishes elevations, and directs asphalt/concrete finishing
- Directs overlay operations and speed hump installation

ESSENTIAL TASKS: Water and Sewer Department

- Installs, maintains, inspects, rehabilitates, and replaces sanitary sewer pipelines and structures
- Operates CCTV, bypass pumping, and dewatering systems
- Performs skilled masonry and concrete work
- Provides emergency and non-emergency water systems maintenance
- Performs flushing, chlorination, leak detection, and large meter installation
- Works from barges/boats; performs reservoir and right-of-way maintenance

Training and Experience: Must meet the following criteria:

- a) Graduation from high school or possession of a General Education Development (GED) certificate; **and,**
- b) Five (5) years of progressively responsible experience in the major repair or heavy construction field; **including,**
- c) One (1) year of lead experience

Knowledge, Abilities, and Skills

Knowledge of:

- Heavy equipment operation, safety standards, utility systems, and construction practices
- Tools, materials, and equipment used to perform semi-skilled and skilled labor
- Considerable knowledge of Occupational Safety and Health Administration (OSHA)

Ability to:

- Use and instruct others in the proper use of tools, equipment, and material
- Operate heavy equipment safely and in adverse weather
- Understand and influence the behavior others within the organization, customers, or the public

Licenses and Certificates:

1. Possession of a valid Oklahoma Class "D" Driver License
2. Possession of a Class "A" Commercial Driver License (CDL) with applicable endorsements within designated timeframes
3. Possession of a relevant Class "D" Water and Wastewater License as issued by the Department of Environmental Quality (DEQ), *some positions*
4. Confined Space Entry Certification and/or Certification on Self-Contained Breathing Apparatus (SCBA), *some positions*