

## **CLASS TITLE: DIRECTOR OF STREETS AND STORMWATER**

**PURPOSE OF THE CLASSIFICATION:** Under executive direction is responsible for planning, directing and coordinating the construction and maintenance of streets, storm water/ storm sewer systems and public facilities; manages all related engineering services and performs other related required duties.

### **ESSENTIAL TASKS:**

- Directs managers in planning and coordinating personnel engaged in the operation and repair of streets, public facilities and engineering services, surface drainage/traffic control systems, vegetation/stormwater drainage control, storm sewer, solid waste programs and public buildings
- Directs the review of designs, plans, specifications and cost estimates for the maintenance, improvement and expansion of the City's transportation, storm sewer, public buildings and water/wastewater facilities and systems
- Directs the department's work activities and monitors strategic performance goals and objectives
- Ensures compliance with federal, state and local regulations and City policies
- Initiates studies to determine adequacy and effectiveness of current operations and maintenance programs/projects
- Develops operating policies and program/project administration
- Oversees management of large-scale construction and maintenance projects
- Formulates the department's proposed annual budget
- Develops and prioritizes proposals for capital improvement projects
- Develops long range plans for operational changes
- Reviews and approves purchase requests, material expenditures and staffing requirements
- Prepares and presents comprehensive reports to other departments, elected officials, outside agencies, boards, authorities and organizations
- Represents the City of Tulsa in dealing with other governmental agencies, contractors and the general public
- Resolves complaints and answers inquiries from the public and media
- Advises the Mayor and management on major policy decisions affecting the Streets and Stormwater department
- 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 construction management, public administration, civil engineering or a related field; master's degree in a related field preferred. Possession of eleven (11) years of progressively responsible management experience in the public works field, (areas of experience may include but not limited to municipal streets, stormwater management, public facilities maintenance repair and construction, or engineering services) including a minimum of five (5) years of progressively responsible management and administrative experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of municipal operational objectives, purposes, methods and practices used in the planning maintenance and repair of streets, surface drainage/traffic control systems, vegetation and storm water/storm sewer management/solid waste programs, public facilities and engineering services; comprehensive knowledge of methods and techniques to control vegetation; and good knowledge of pavement/traffic management systems. Ability to plan, direct and coordinate professional and sub professional personnel engaged in maintenance and operational programs; ability to develop written and present reports; ability to formulate short and long range plans necessary to accomplish the goals of the department; 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; frequent lifting up to 10 pounds; occasional carrying up to 20

pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession a valid Oklahoma Class "D" Operators License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting with some travel to various job sites to review operations.

**Class Code: 1063**

**EEO Code: E-01**

**Pay Code: EX-65**

**Group: Operations, Planning, and Technical**

**Series: Management and Operations**

**Effective date: May 6, 2011**