

## **CLASS TITLE: STREET OPERATIONS AND INSPECTION MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for planning, administration, operational and maintenance management work in directing the Streets and Storm Water Department Rights of Way (ROW) program, managing the City's ROW Franchise and Occupancy section in general contract management, directing and administering street maintenance and use agreements related to public improvement, commercial facilities placement, facilities relocation, street rehabilitation, contract negotiation and other related assigned duties.

### **ESSENTIAL TASKS:**

- Manages supervisors overseeing streets maintenance inspections, occupancy and franchise contracts
- Serves as the City's ROW trustee and landlord
- Directs and coordinates outside street maintenance contract activities
- Develops, administers, monitors and evaluates public facilities use, franchise and occupancy agreements
- Oversees the preparation and administration of contract documents to ensure standards within state, federal and City guidelines
- Establishes contract timeframes, terms, conditions and develops fee structures
- Develops, maintains and improves policy and procedures for street maintenance inspections and franchise facilities construction
- Reviews MAC correspondence, reports and resolutions on behalf of the Streets and Storm Water Department
- Assists with the selection of construction contractors for street maintenance
- Reviews financial audits and monitors compliance with City ordinances
- Oversees public improvement, commercial utility construction, street maintenance and coordinates with planning projects
- Prepares, monitors and manages the preparation of budgets for street maintenance funding
- Analyzes development trends and enables strategic plans to support infrastructure development
- Facilitates support project development, financial packaging and cost estimates related to public improvements
- Oversees technical specification development for street maintenance and restoration standards
- Reviews, analyzes and manages progress estimates and street maintenance budgets
- Develops new programs and policy on behalf of franchisees, occupants, lessees and joint City projects
- Interviews, hires, trains, directs, disciplines and evaluates subordinate supervisors and staff
- Oversees planning and implementation of technology development plan for section
- Provides support and staff representation for Tulsa Conduit System (TCS), Americans with Disabilities Act (ADA) Advisory Committee, Special Events Coordination Committee (SECC) and Infrastructure Development Advisory Board (IDAB)
- Provides training/public information and confers with elected and appointed officials, department managers, legal staff, professional groups, contractors and media involving franchise and ordinance processes and complex code issues
- 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 business or public administration, construction management, architectural engineering or a related field and five (5) years of experience in contract administration, construction and occupancy management and franchise agreements, including four (4) years experience in utility construction; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the federal, state and local laws relating to public and private telecommunications and utility construction; comprehensive knowledge of the principles and practices of management and administration; comprehensive knowledge of contract compliance, monitoring procedures, utility codes and construction techniques; considerable knowledge of the applications of various computer software packages and LAN Systems; and considerable knowledge of City of Tulsa ordinances and franchise agreements. Ability to plan, direct, manage, administer and coordinate activities of both internal and external personnel effectively; ability to assess various records; ability to clearly and effectively communicate both verbally and in writing; ability to analyze development trends and effect strategic infrastructure plans to support street maintenance; ability to interpret plans, specifications and blueprints; ability to develop, prepare and manage budgets and revenue projections; ability to interpret authority policy; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending and kneeling; 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 primarily indoors in an office setting and requires travel to various City locations.

**Class Code: 1128**

**EEO Code: E-07**

**Pay Code: EX-44**

**Group: Labor and Trades**

**Series: Labor and Trade Supervision**

**Effective date: October 26, 2011**