



UTILITIES

LINE

MAINTENANCE

SUPERINTENDENT

[HTTPS://WWW.CPSHR.US/RECRUITMENT/2241](https://www.cpshr.us/recruitment/2241)

WORK FOR OKC



Oklahoma City is the 20th largest city in the nation. The City of Oklahoma City serves approximately 694,800 residents in a four (4) county, 621 square mile area.

About OKC

Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization.

Historically, Oklahoma City's economic base has been closely tied to the energy and agricultural markets. Today, the City's economic base is more diversified and seeing growth in the health and technology industries.

The largest employers in the metropolitan area include the State of Oklahoma, the City of Oklahoma City, Tinker Air Force Base, and the University of Oklahoma. Companies with headquarters here include American Fidelity Assurance Company, BancFirst, Chesapeake Energy, Continental Resources, Devon Energy, Express Personnel, Hobby Lobby Stores, Love's Travel Stops & Country Stores, OG&E Energy, MidFirst Bank, Paycom and Sonic Corporation.

Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The I-40 Crosstown

Expressway relocation, which opened in 2013, allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with Will Rogers World Airport, make the City a regional transportation hub.

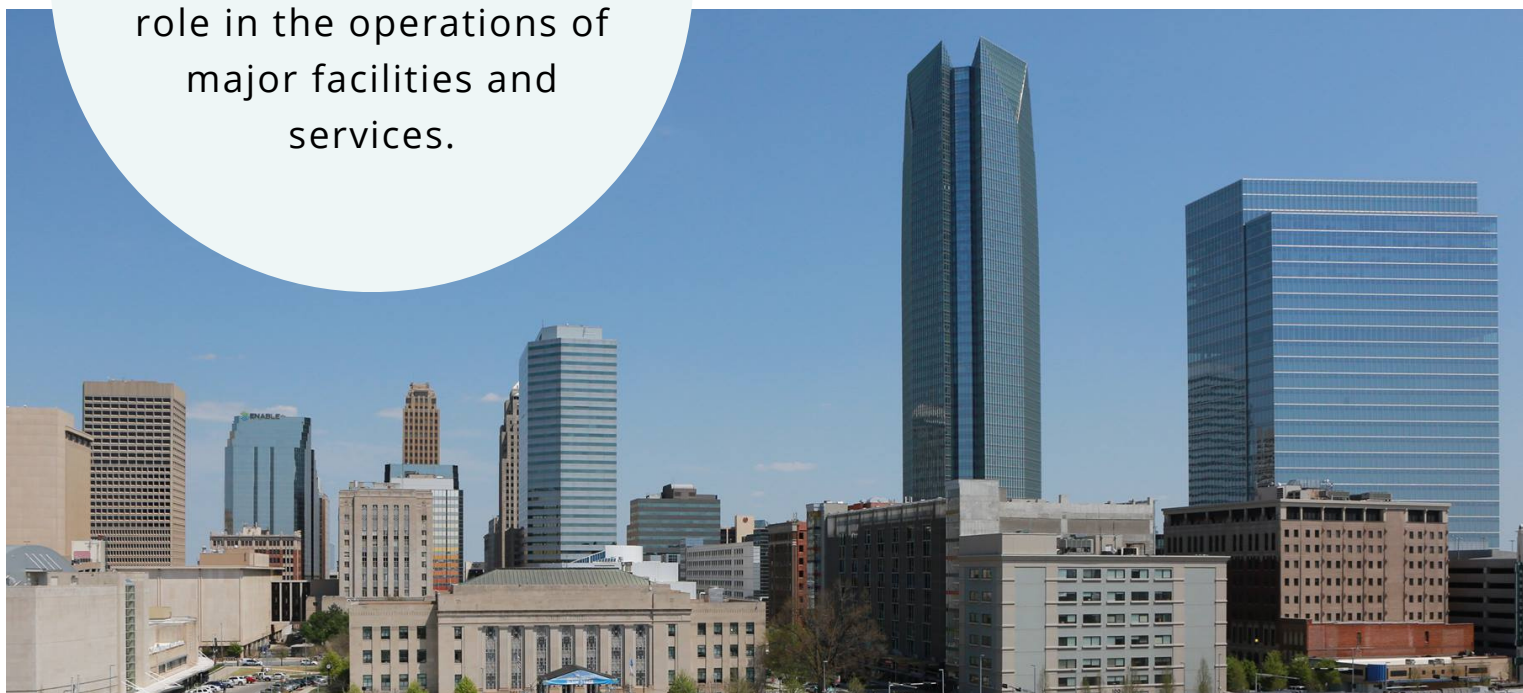
Local performing arts groups such as the Oklahoma City Philharmonic, Lyric Theater, and Ballet Oklahoma contribute to the City's cultural environment. The Oklahoma State Fair, Red Earth Festival, and the Festival of the Arts attract hundreds of thousands of visitors each year.

Other popular attractions are the First Americans Museum, National Cowboy and Western Heritage Museum, Oklahoma City Museum of Art, Oklahoma City National Memorial, Oklahoma History Center, and National Softball Hall of Fame.

DEPARTMENTS



Twenty-two (22) City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.





Our NBA team, the Oklahoma City Thunder, competes in the National Basketball Association as a member of the league's Western Conference Northwest Division.

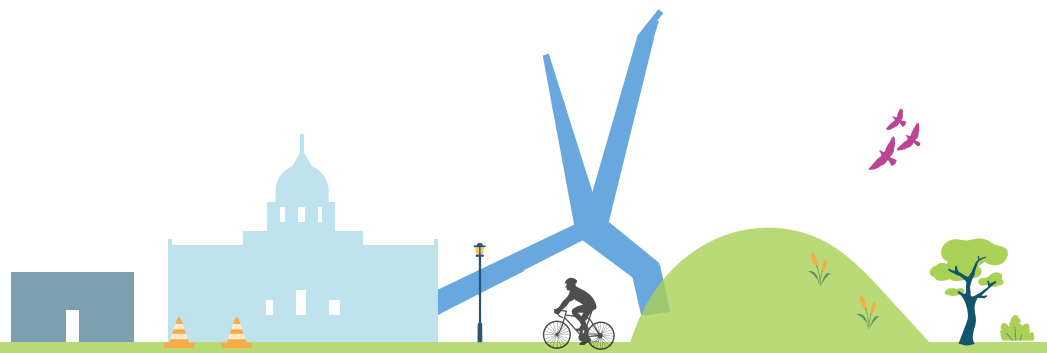
The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. Our USL PRO (minor league soccer) team, Energy FC, is the affiliate of the Major League Soccer Sporting KC.

In December 2009, citizens approved MAPS 3, a seven-year, nine-month tax to fund eight new projects in the metro area. These include a 70-acre central park, a new rail-based streetcar system, a new downtown convention center, sidewalks throughout the city, 57

miles of new bicycle and walking trails, improvements along the Oklahoma River, health and wellness aquatic centers for seniors, and improvements to the fairgrounds.

In May 2016, the \$45.3 million RIVERSPORT Rapids center opened to provide whitewater rafting and kayaking on an 11-acre facility adjacent to the Oklahoma River. The Center features world class rapids for elite athletes as well as recreational level opportunities for families.

The City was designated as the U. S. Olympics Training Site for canoes, kayaks and rowing in July 2009 and hosted the U.S. Olympic trials for those sports in 2016 at the new RIVERSPORT Rapids center and the Oklahoma River. The Oklahoma River is the only river to have received this coveted designation



and is being transformed into a world class competitive and recreation center.

In January of 2016, the City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the First Americans Museum along the Oklahoma River. The Center provides 85 acres of park space, with walking trails, interpretive art, and serves as a venue for native performers and educational exhibits.

In September 2017, citizens approved the Better Streets, Safer City General Obligation Bond and a sales tax measure. The General Obligation Bond is a 10-year, \$967 million program (including \$135 million for parks, \$536 million for streets, bridges, sidewalks and traffic control), and a permanent ¼ cent sales tax for more police officers, more firefighters and day-

to-day operations. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired. Sales tax collected over the 27 months was \$264,584,295 and to date with interest the board has allocated \$263,676,528 million toward projects.

In December 2019, citizens approved MAPS 4, a debt-free public improvement program funded by a temporary penny sales tax that will raise a projected \$978 million over eight years. MAPS 4 keeps Oklahoma City' sales tax rate unchanged. The sales tax took effect April 1 when the Better Streets, Safer City temporary sales tax expired. More than 70 percent of MAPS 4 funding is dedicated to neighborhood and human needs. The rest is for quality of life and job-creating initiatives. For detailed information about MAPS 4 go to: okc.gov/government/maps-4.



THE CITY'S VISION & MISSION

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community. We will provide exceptional service to residents and visitors. We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

The City's core values include:

- Providing competent, dependable and efficient service to all by knowing our jobs and our City;
- Maintaining dependability and accountability in our relationships;
- Communicating among ourselves and with our community in a tactful, useful, informative and honest manner;
- Listening to the needs of others as a critical part of our communication process;
- Honoring diversity by respecting our customers and fellow employees;
- Committing to continuous improvement and growth through visionary, proactive leadership and technology; and
- Setting standards of quality service by upholding our core values.

The Department

The Utilities Department serves over 1.4 million residents within central Oklahoma. As one of the largest City departments with over 800 employees, ten divisions, and an annual budget of \$850 million, provides water, wastewater, and solid waste management services. It delivers an average of 100 million gallons of water every day through retail and wholesale service connections. It also has a 50-year contract with the federal government to operate and maintain water and wastewater facilities at Tinker Air Force Base.



Line Maintenance is its largest division with over 225 employees, who service 4,000 miles of water pipe and 3,000 miles of sewer pipe, with 17,000 work orders annually. The Utilities Department has talented, committed staff, and engaged leadership and is seeking a forward-thinking, effective leader to be its next Line Maintenance Superintendent.

The Position



This job classification has been designated as a safety sensitive job classification in accordance with the Oklahoma Medical Marijuana and Patient Protection Act, 63 O.S., § 427.1 et seq., (OSCN 2019), effective August 29, 2019. This means employees in this job classification can be subject to disciplinary action up to and including termination if they test positive for marijuana components or metabolites, even if they possess a medical marijuana license.

This division head level classification is located in Line Maintenance Division of the Utilities Department with the City of Oklahoma City and is under the direction of a department head. The primary purpose of this classification is to manage and direct the activities of a large, complex division consisting of clerical, technical, and/or professional staff.





Essential job functions include:

assigning, prioritizing, and monitoring work projects; developing and assessing divisional budgets and goals and objectives; assisting in the development of departmental goals and objectives; reviewing work products and improving work methods and procedures; analyzing bids from contractors to determine the best supplier; reviewing federal, state, and local standards and regulations to ensure divisional compliance with various legal and policy guidelines; monitoring operational expenditures; developing and implementing divisional productivity

improvement measures; and preparing complex technical reports for submission to City officials, federal and state agencies, etc. The employee has frequent contact with other City employees, contractors, citizens, outside agencies, etc. to exchange information or provide technical assistance regarding divisional activities. The instructions received define program objectives as well as personnel and budgetary limitations. Work is reviewed by a department head for program accomplishments; management effectiveness; and adherence to policies, procedures, and directives.

Job Requirements

- Knowledge of and skill in applying administrative and managerial principles and practices.
- Skill in verbal and written communication.
- Skill in coordinating and supervising the activities of professional, technical, and clerical staff.
- Ability to assess project needs, calculate quantities, and prepare cost estimates related to divisional operations.
- Ability to establish and maintain effective working relationships.
- Ability to plan, design, implement, and evaluate current systems and system improvements.
- Willingness to assume responsibility for work performed.

- Possession of a valid driver license (Operator).
- Possession of a valid Oklahoma State Class C Collection and Distribution Operator License, or the Class C Water Operator License and the Class C Wastewater Operator License.

NOTE: The employee will be required to possess or obtain a valid **Oklahoma State Class C Collection and Distribution Operator License, or the Class C Water Operator License and the Class C Wastewater Operator License** within twelve (12) months from the date of hire / promotion / transfer / demotion. Continued employment is contingent upon obtaining valid Oklahoma State Class C Collection and Distribution Licenses, or the Class C Water Operator License and the Class C Wastewater Operator License within twelve (12) months from the date of hire / promotion / transfer / demotion.

Departmental Preferences

- Skill in developing and managing large annual budgets and improving complex operations.
- Ten years' progressively responsible experience in supervising water and wastewater repair and maintenance activities and/or related utility operations.
- Experience in supervising a large, diverse, unionized workforce.
- Bachelor's degree in engineering, public administration, business administration or related field.
- Knowledge of and experience in contract management (bidding, administration, and project management).

Working Conditions

- Indoors frequently, subject to sitting, standing, walking, or using a telephone for extended periods of time.

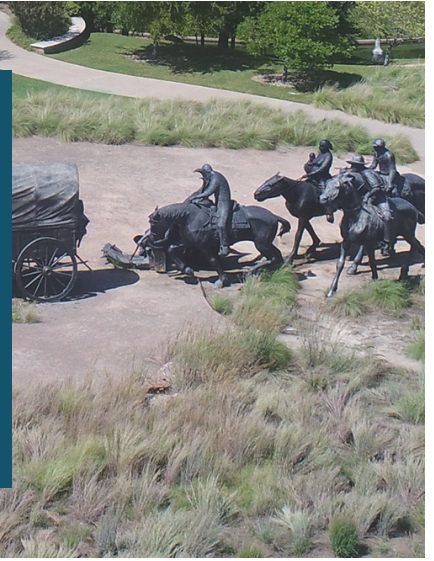
- Outside occasionally, may be exposed to heat, cold, humidity, rain, etc.
- Subject to local travel to monitor divisional projects.
- Occasionally required to work beyond normal working hours or to change working hours.
- May be required to work varied schedules, including weekends and holidays.

Physical Requirements

- Near vision enough to read and draft various forms of written and machine-generated communications.
- Speech and hearing enough to communicate effectively in person and by telephone.
- Manual and finger dexterity enough to operate standard office equipment, such as a telephone, computer keyboard, ten-key, copier, fax, etc.

Compensation

The approved salary range for this position is **\$90,368.64** to **\$138,079.44** and is dependent upon the qualifications and experience of the selected candidate.



Evaluation Criteria

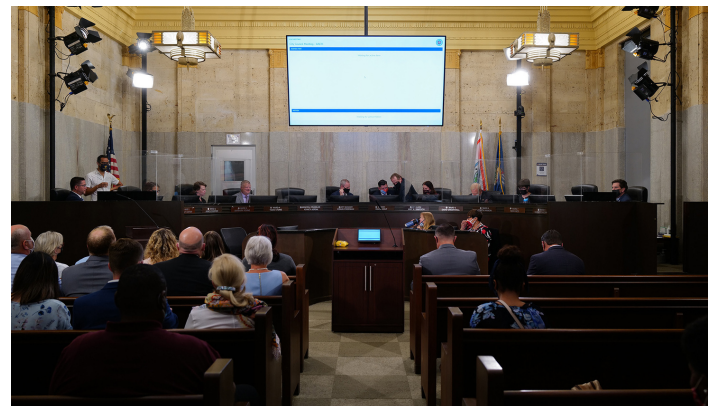
Difficulty

This is a division head level position responsible for coordinating and managing the activities of a large or complex division consisting of clerical, technical, or professional staff. This classification requires the effective application of administrative guidelines and managerial principles to oversee the efforts of staff through section-level supervisors and other personnel. The employee must ensure that the division's goals and objectives are met. They may devise new management approaches or apply previously used work methods within existing guidelines and regulations. The work requires logical thinking and professional evaluation to develop alternatives and recommendations affecting divisional operations. The decisions

made may affect people and activities both within and outside the City organization. The variables encountered are both abstract and concrete.

Interpersonal Relations

The employee has frequent contact with other City employees, contractors, citizens, outside agencies, etc. to obtain or provide information or technical assistance related to departmental activities. The use of tact and persuasiveness may be necessary to obtain understanding and cooperation.



Supervision Given and Received

This classification plans, coordinates, and monitors the work of professional, technical, and clerical personnel. The employee assigns and reviews work projects; develops and improves methods and procedures; and assesses divisional goals, objectives, and accomplishments for timeliness and compliance with instructions, procedures, and budgetary limitations. Conferences are held with a department head to resolve problems and improve service levels and procedures. The instructions received define broad operational objectives. Work products are evaluated for overall effectiveness and adherence to policies, procedures, and directives.

Other Duties and Responsibilities

This is a summary of the duties and responsibilities commonly found within this classification. It is not meant to be all-inclusive; thus, other related activities or tasks may be assigned.

**This position
offers a take
home vehicle!**



Total Rewards

Our competitive benefits package includes:

- Flexible schedules with some telework
- 96 hours of vacation leave a year
- 130 hours of sick leave a year
- 11 regular holidays a year
- Employer paid parking or EMBARK bus pass for eligible employees working at the downtown campus
- Retirement plan
- Credit union with full banking services
- Employee medical center for employee and covered dependents
- Tuition reimbursement
- Employee assistance program
- Life, health, dental and vision insurance options
- Disability plan

How to Apply

APPLY HERE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice). This position is open until filled, interviews be scheduled at any time, so don't delay.



Resume should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

For more information and to submit your materials, visit: www.cps hr.us/recruitment/2241

For any questions please contact: **Rachael Danke**, Associate Recruiter at rdanke@cps hr.us

CPS HR  CONSULTING

An Equal Opportunity Employer

The City of Oklahoma City is an equal opportunity employer and values diversity and inclusion.

The City of Oklahoma City will not discriminate against any applicant or employee because of race, color, creed, national origin, ethnicity, religion, sex (to include sexual orientation and gender identity and/or expression), age, genetic information, disability or political affiliation.

If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives by calling 405-297-2530.

