



City of OKC

Municipal Services Director
(Facilities & Fleet Management)



WORK FOR OKC

Photograph: Visit OKC



Oklahoma City is the 20th largest city in the nation. The City of Oklahoma City serves approximately 702,767 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.

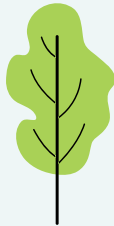
Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The I-40 Crosstown

Expressway relocation, which opened in 2013, allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with the OKC Will Rogers International 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 and won the 2025 NBA Championship.

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 2016, the City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the First Americans Museum (FAM) along the Oklahoma River. The Center opened in September of 2021 and provides 85 acres of park space, with walking trails and interpretive art, and serves as a venue for native performers and educational exhibits.

In addition to the beautiful FAM museum, the OKANA Indoor Waterpark and Resort will open in the Summer of 2025. We are taking the fun and amenities to the next level as we await confirmation to host two events for the 2028 Los Angeles Olympics: softball and canoe slalom.

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's sales tax rate unchanged. The sales tax took effect on 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

In December 2023, citizens approved an extension of a one-cent sales tax for another 72-months to pay for new state-of-art NBA arena for Oklahoma City Thunder Basketball Team. This investment will secure the teams commitment to Oklahoma City through 2050.

MUNICIPAL SERVICES



Budget:

\$47,542,601

Municipal Services Capital Program

Positions: 77
Represented and
Non-Represented

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

ONE CITY, ONE TEAM

We succeed when we work together.

SERVICE FIRST

We put people at the center of everything we do.

RESPECT ALWAYS

We serve every person with dignity and empathy.

OWN THE OUTCOME

We take responsibility for results, not just tasks.

KEEP GETTING BETTER

We are always learning, improving, and adapting.

ONE CITY, ONE TEAM

SERVICE FIRST | RESPECT ALWAYS | OWN THE OUTCOME | KEEP GETTING BETTER





Compensation

The approved salary range for this position is **\$147,183.12 - \$202,348.08** and is dependent upon the qualifications and experience of the selected candidate.

The Position

This department director position is located in the Municipal Services Department and reports to the City Manager. The Municipal Services Department is comprised of the following divisions: Administration, Fleet Management, and Facility Asset Management. Primary divisional activities include providing a fleet management and maintenance program and operational support services for the City's equipment fleet; repairing, maintaining, and ensuring City-owned buildings and facilities comply with the Americans with Disabilities Act (ADA); maintaining the City's ADA Transition Plan; and overseeing safety, maintenance, repair, and enhancement of aquatic and recreational facilities.

Essential Job Functions

- Providing overall administrative direction and managerial expertise to the department.
- Exercising operational responsibility for directing and controlling the department.
- Guiding City departments, consultants, and contractors on ADA compliance, policy development, and educational opportunities.
- Determining and implementing departmental policies.
- Preparing the departmental budget.
- Formulating and implementing departmental plans and objectives.
- Assessing the services and performance of operating divisions and recommending program improvements.
- Evaluating the efficiency of departmental operations.
- Performing other duties as assigned.

Minimum Qualifications

- Minimum of five (5) years of progressively responsible experience in municipal public works, facilities management, fleet services, utilities, engineering, or related operations.
- Minimum of three (3) years in a supervisory or management capacity, with experience in strategic planning, capital improvement, budgeting and financial management, contract administration, and project management.
- Bachelor's degree in Public Administration, Business Administration, Civil Engineering, Facility Management, or a closely related field. An equivalent combination of education and experience may be substituted for the degree requirement.

Knowledge, Skills, and Abilities

- Knowledge of and experience managing Municipal Service functions, including fleet management, equipment maintenance, building management and maintenance, facility physical security (access control), and office maintenance related services.
- Knowledge of and experience with the application of the Americans with Disability Act (ADA), and related laws, including design standards.
- Knowledge of and skill in applying the principles and techniques of governmental administration and management.
- Knowledge of and ability to coordinate complex staff activities of the Municipal Services Department.
- Skill in developing long range plans and evaluating work accomplishments.



Knowledge, Skills, and Abilities Continued

- Skill in establishing and maintaining effective working relationships with employees, City officials and the general public.
- Skill in oral and written communication.
- Ability to interpret and ensure compliance with local, state, and federal regulations.
- Ability to implement adopted policies and evaluate complex situations and proposals to determine procedural impact and ramifications.

Additional Information

- Systems include City Works from Esri, M5 from Assetworks, and AMAG Symmetry.
- A GO Bond goes to election in October 2025.

Preferred Qualification

- Project Management Professional Certification



Working Conditions

- Primarily indoors, in a climate-controlled environment.
- Occasionally local or out-of-town travel to meetings, conferences, or seminars.
- Occasionally required to work hours beyond normal scheduled workday.
- Near vision enough to read and draft documents such as memorandums, reports, etc., which are manually or machine generated.

Physical Requirements

- Speech and hearing enough to communicate in person or by telephone.
- Manual and finger dexterity enough to operate office equipment such as keyboards, telephones, 10-key, etc.

Note: The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Total Rewards

- Flexible schedules and some telework options
- 96 hours of vacation leave a year
 - 40 hours upon first day of employment
- 130 hours of sick leave a year
- 11 regular holidays a year
- 40 hours of sick leave conversion to vacation leave per fiscal 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



Competencies

Execution and Results: (1) Sets well-defined and realistic goals and high standards of performance for self and others; (2) displays a high level of initiative, effort, and commitment toward performing work; (3) completes assignments in a thorough, accurate, and timely manner, and delivers results; (4) works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior; (5) demonstrates understanding of all aspects of the job and application of accrued knowledge in carrying out duties and responsibilities; technical knowledge; skill in the techniques, equipment, procedures, and work required; (6) recognizes opportunities and takes action for improvement to programs, policies, procedures, practices, and processes; (7) understands and is able to apply the principles, methods, and tools of quality improvement; (8) collects, examines, analyzes, and interprets data from a variety of sources; (9) makes data-driven recommendations/decisions and achieves results; (10) effectively achieves results through others to achieve the Department or City's mission.

Business Judgment: (1) Makes sound decisions and build hypotheses under uncertainty; (2) leads strategic direction, and operational decision-making in volatile, complex, or uncertain business context; (3) identifies risks and develops and implements measures to avoid, mitigate, or minimize those risks; (4) makes effective, timely, well-informed, objective, and transparent work-related decisions; (5) uses resources effectively to achieve results aligned with organizational priorities; (6) applies a broad understanding of financial management/budgeting principles to ensure decisions are fiscally sound and responsible and in accordance with policies, procedures, processes, rules, regulations, and laws; (7) makes business decisions that drive positive, fiscally responsible performance; (8) manages ambiguity, business insight, financial acumen, makes decisions using data and insight that achieves the best outcome for the department and City.

Teamwork/Team Oriented: (1) Recognizes, values, and leverages the ideas, opinions, and perspectives of others; (2) participates willingly and effectively as a team lead or team member; (3) builds consensus; fosters team commitment, spirit, pride, and trust; (4) collaborates with others to accomplish goals and objectives and achieve results; (5) expresses facts, ideas, messages, and information (technical and non-technical) to individuals or groups clearly, concisely, accurately, understandably, with honesty, tact, and diplomacy and in a manner that is appropriate for the intended audience;

(6) actively listens, clarifies information as needed.

Customer Centric: (1) Demonstrates commitment to public service; (2) serves and satisfies internal and external customers in a timely and effective manner; (3) establishes, commits to, and maintains high standards for producing quality work products and being responsive to customers; (4) supports the Department/City's mission; develops and executes strategies with the customer in mind.

Strategic Thinking: (1) Thinks conceptually, imaginatively, and systematically; (2) envisions the future; (3) defines the vision, direction, and goals; (4) develops a road map for achievement; (5) anticipates change and plans for it; (6) considers long-term value and consequences; (7) influences others to achieve results; (8) understands where the organization is headed; knows the organization's mission and functions, and how its social, political, and technological systems work; (9) aligns business strategies to long-term success of the City; (10) sets the vision, direction and compelling course of action; (11) operates effectively within the systems, programs, policies, procedures, codes, ordinances, rules, and regulations of the organization; (12) knows industry and stays ahead of best practices; (13) understands the political environment, management priorities, staff roles and responsibilities, and grasps external factors impacting the organization; (14) identifies when issues need to be escalated to higher authorities and effectively alerts

appropriate officials.

Leads Through Influence: (1) Persuades others; builds consensus through give and take; (2) gains cooperation from others to obtain information and accomplish goals; (3) works with others towards achieving agreements that may involve exchanging resources or resolving differences; (4) understands the concepts, practices, and techniques used to identify, engage, influence, and monitor relationships with individuals and groups connected to a work effort including those actively involved; (5) leads through influence over the process and its results, and those who have a vested interest in the outcome (positive or negative).

Commitment to Continuous Improvement: (1) Recognizes opportunities for improvement with regard to programs, policies, procedures, practices, and processes; (2) understands and is able to apply the principles, methods, and tools of quality improvement; (3) collects, examines, analyzes, and interprets data from a variety of sources; (4) makes data-driven recommendations/decisions and achieves results.

Agility: (1) Values collaboration, communication, and feedback and is flexible and open to new ideas; (2) learns rapidly and transforms learning into action; (3) examines processes and practices to perform work most effectively; (4) demonstrates courage and willingness to take calculated risks; (5) assesses readiness; proposes new approaches,

Talent Development: (1) Provides tools, materials, equipment, and resources; (2) provides performance feedback, coaching, mentoring, encouragement, and support; (3) discusses personal and professional goals; (4) provides formal and informal learning and development opportunities that support achievement of personal and professional goals; (5) attracts and develops talent; (6) manages performance throughout the department or City; (7) sets the leadership tone for area of responsibility.

A repeating pattern featuring the University of Oklahoma seal, which is a circular emblem with a red shield containing a white cross and four smaller red shields, surrounded by the text "THE UNIVERSITY OF OKLAHOMA" and "1890". Interspersed with the seal are various colorful icons representing different fields of study: a heart (Health Sciences), a tree (Forestry), a fire hydrant (Fire Science), a plane (Aeronautics), a laptop (Computer Science), a crane (Engineering), a water drop (Environmental Science), a money bag (Economics), a road (Geography), a bus (Transportation), a megaphone (Communication), a wrench and screwdriver (Mechanical Engineering), a gavel (Law), a cat (Veterinary Medicine), a plant (Botany), a bookshelf (Liberal Arts), a hard hat (Construction), a traffic cone (Safety), and a book (Literature).

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) by **Friday, September 12, 2025**.



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:

<https://www.cpsshr.us/recruitment/2504>

For any questions please contact:
Kylie Wilson, Principal Consultant, at
kwilson@cpsshr.us.

CPS HR  **CONSULTING**

An Equal Opportunity Employer

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.

The City of Oklahoma City will not discriminate against any applicant or employee because of race, color, religion, sex (including pregnancy, actual or perceived sexual orientation, and gender identity and/or expression), national origin, age, disability (mental or physical) and genetic information (including family medical history).