



THE CITY OF OKLAHOMA CITY
invites applications for the position of:

UNIT OPERATIONS SUPERVISOR

SALARY: \$60,572.88 - \$92,665.44 Annually

OPENING DATE: 08/05/21

CLOSING DATE: 09/03/21 11:59 PM

DEPARTMENT INFORMATION, JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS:

***NOTE:** The normal starting salary for this position is \$60,572.88/annually. A higher salary may be considered, dependent on the qualifications and experience of the selected applicant and/or the City's step placement policy.*

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 job is located in the **Parks and Grounds Division** of the **Parks and Recreation Department** with the City of Oklahoma City and reports directly to a division or department head. Unit Operations Supervisor is primarily responsible for coordinating and managing staff and operational activities of multiple small work sections or a large specialized work section of clerical, administrative and technical classifications. **Essential job functions include:** preparing sectional budgets and goals and objectives reports for submission to the Division or Department Head; writing specifications for bids on equipment, materials, supplies, etc., and reviewing bids submitted to determine best supplier; monitoring operational expenditures; reviewing federal, state and local standards and regulations to ensure compliance with guidelines; implementing productivity improvement measures; preparing complex technical reports for submission to Department Director, City Manager and/or federal/state agencies; etc. The employee has frequent contact with division personnel, other City employees, contractors, citizens, outside agencies, other municipalities, etc. in order to obtain or provide information and/or provide administrative and technical assistance related to divisional activities. The employee works under minimal supervision. Final results are appraised as to attainment of program objectives; adherence to regulations and City policies; and effectiveness and efficiency of management.

VETERANS PREFERENCE

Honorably discharged veterans of the United States Active Duty Armed Forces, National Guard and Reserve Forces who are not currently employed full-time by the City of Oklahoma City shall receive five (5) points added to the passing score on an initial selection process. Qualified applicants must upload a copy of their DD Form 214 or NGB Form 22 indicating discharge type/character of service at the time of application.

JOB REQUIREMENTS:

- Knowledge of and skill in applying general administrative and managerial techniques and methods.
- Skill in critically assessing and organizing a wide variety of information.
- Skill in supervising and coordinating activities of administrative, technical, and clerical staff.
- Skill in verbal and written communication.
- Ability to establish and maintain effective working relationships.
- Ability to plan, design, implement and evaluate current systems and system improvement.
- Ability to travel.
- Willingness to assume responsibility for operations of the assigned work unit(s).

DEPARTMENTAL PREFERENCES

- Five (5) years' supervisory and management experience with a municipal park maintenance operation, corporate or university campus maintenance operation, government or private manufacturing/production/repair facility or a general contracting company in a managerial role.
- Associate degree or higher in Construction Management, Landscape Contracting, Business Management, or related field.

- Possession of a valid driver license (Operator).

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

WORKING CONDITIONS

- Primarily indoors in a climate-controlled environment.
- Subject to sitting, standing, walking, or using a telephone for extended periods of time.
- Occasional local travel.
- Subject to working irregular hours such as overtime, weekends, and/or holidays.

NOTE: Typical City employee working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, working hours vary (may require work to begin before 8:00 a.m. and/or end beyond 5:00 p.m., and/or may require work on weekends and holidays), and are subject to change, based on the duties and location of the position and the business needs of the assigned work unit/department.

PHYSICAL REQUIREMENTS

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

OTHER NOTES:

NOTE: City employees are required to receive pay electronically, either via direct deposit or pay card.

NOTE: Full-time employees on the Interdepartmental lateral transfer/voluntary demotion list who are interested in this position must submit an application through the standard process.

NOTE TO FORMER EMPLOYEES: To participate in any selection process, former employees must be eligible for rehire. If you are unsure of your rehire status, please contact the Human Resources Department at (405) 297-2530. If your rehire status has been coded "Not Eligible," "Eligible 3," or "Conditional," you will need to request a review of your rehire status through the Human Resources Department's Labor Relations Division.

NOTE: Upon a conditional offer and acceptance of employment, the City of Oklahoma City will conduct a background investigation/verification. Applicants will be provided contact information for any third-party reporting agencies used to collect background information in connection with conditional offers of employment.

NOTE: Applicants will be provided a copy of the City of Oklahoma City's Drug and Alcohol Testing Policy upon conditional offer and acceptance of the position and prior to being directed for a health screen/physical examination and drug test.

NOTE: Completion of the supplemental questions is required. Applicant responses to supplemental questions must specifically answer the questions asked. Responses to supplemental questions must be supported by work history/information listed on the application/resume. Applications may not be reviewed if specific responses to supplemental questions have not been provided.

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 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.

Recruiter: RW

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.

420 West Main Street
2nd Floor
Oklahoma City, OK 73102
405.297.3882

careers@okc.gov

UNIT OPERATIONS SUPERVISOR Supplemental Questionnaire

- * 1. Can you meet the essential job functions, job requirements, working conditions, and physical requirements of this position as stated on the vacancy announcement with or without reasonable accommodation? NOTE: If you require reasonable accommodation at any time during the hiring process or while employed with the City of Oklahoma City, please notify a Human Resources Department Representative by calling 405-297-2530.
 - Yes
 - No
- * 2. If you have skill in applying general administrative and managerial techniques and methods, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- * 3. If you have skill in critically assessing and organizing a wide variety of information, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- * 4. If you have skill in supervising and coordinating activities of administrative, technical, and clerical staff, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- * 5. If you have skill in verbal and written communication, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- * 6. If you have five (5) years supervisory and management experience with a municipal park maintenance operation, corporate or university campus maintenance operation, government or private manufacturing/production/repair facility or a general contracting company in a managerial role, please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.
- * 7. Do you possess an Associate degree or higher in Construction Management, Landscape Contracting, Business Management or related field?
 - Yes, I have an Associate degree or higher in Construction Management.
 - Yes, I have an Associate degree or higher in Landscape Contracting.
 - Yes, I have an Associate degree or higher in Business Management.
 - Yes, I have an Associate degree or higher in a related field.
 - No, I do not possess an Associate degree or higher in construction management, landscape contracting, business management or related field.
- * 8. If you indicated you have an Associate degree or higher in a related field, what was your primary area of study? Where did you obtain your degree? If not applicable, type in N/A.
- * 9. What type of valid driver license do you possess?
 - I do not possess a valid driver license.
 - Class A CDL
 - Class B CDL
 - Class C CDL
 - Valid Driver License (Operator)
- * Required Question