



## **Operations Manager**

**Category:** Classified/Excluded  
**Pay Grade:** C31  
**Job Code:** 13654

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

This is highly independent supervisory and administrative work managing programs and operations within the department. An employee in this class has the responsibility for organizing, planning and coordinating activities of the specific area and supervising a staff of technical, professional and supervisory personnel including laboratory analysis and operational control efforts. Responsibility also entails long-range planning for the area and inter/intra consultations regarding issues such as complying with new laws, rules and regulations, environmental and safety concerns, required documentation and recordkeeping, and employee certification and training. Administratively under the direct supervision of the section manager, employees will have wide latitude for independent judgment while exercising initiative and discretion in carrying out mosquito control measures or stormwater permitting programs to obtain the maximum degree of efficiency and effectiveness.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Prepares and executes an annual budget and makes procedural and operational recommendations to the director;
- Implements work management plans covering a fleet of spray vehicles;
- Implements countywide bridges and structures maintenance management plan;
- Oversees spray applications countywide that have major impact or potential impact to the environment;
- Determines appropriate flight activities of two helicopters;
- Ensures compliance with federal and state statutes governing environmental law and health and permit conditions;
- Provides guidance and direction in the preparation of formal technical presentations, contract specifications, and cost estimates for the division;
- Develops, modifies, and maintains procedures required by the Florida Department of Agriculture and Consumer Services or the Florida Department of Environmental Protection;
- Coordinates meetings of and between county staff, contractors and regulatory agencies on operational requirements and issues;
- Ensures compliance with federal and state statutes and various codes governing bridge maintenance;
- Interviews, selects, plans, organizes, and reviews the work of subordinates; provides managerial and technical guidance to supervisory, operational and administrative staff;
- Prepares project proposals for the construction of mosquito control projects or stormwater permitting facilities projects or bridge maintenance/repair projects and after approval by higher county authorities, submits project proposals to the applicable state agency for approval;
- Acts in a liaison capacity with municipal, state and federal government agencies and conducts public relations activities;
- Reviews and obtains proper interpretations, where necessary, concerning the laws, rules and regulations affecting the storage, transportation and application of pesticides;
- Performs other related job duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

High School diploma or an acceptable equivalency diploma (GED); nine (9) years of experience implementing a major mosquito control program or stormwater permitting program, or bridge maintenance and construction within the State of Florida including supervisory experience or supervisory training; or Bachelor's degree in natural science, business administration, public administration, or related field and five (5) years of experience as described above; or an equivalent combination of education, training and/or experience.

### **Special Qualifications** (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Previous career periods and history evidencing formal management and supervisory experience.
- Possession and maintenance of the following State of Florida licenses: Public Health Pest Control, Aquatic Weed Control and Right-of-Way Control.
- Possession and maintenance of an Ornamental and Turf Control License or equivalent qualification; skills to operate small watercraft and to swim, and special job related training or certifications associated with position specific assignments.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

### **Knowledge, Skills and Abilities:**

- Knowledge of modern techniques, methods, procedures, principles and practices of all phases of mosquito control, stormwater permitting and wetland mitigation, or bridge maintenance;
- Knowledge of biological sciences, chemistry and engineering and their relationship to the life cycles of mosquitoes, weeds or nuisance plants;
- Knowledge of chemicals approved for mosquito and weed control in Florida and their proper and safe utilization;
- Knowledge of mosquito biology and vegetation and the ability to identify local pest species;
- Knowledge of federal, state and local regulations and restrictions pertaining to mosquito control, stormwater permitting/wetland mitigation, and bridge maintenance;
- Skill in written and oral presentation of reports and presentations;
- Ability to address civic organizations and other public or private groups on subjects relative to mosquito and weed control programs and projects;
- Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness;
- Ability to plan, direct, supervise, coordinate, organize, and inspect mosquito control plans, programs, and activities;
- Ability to compare costs and production rates to established benchmarks and implement improvements to gain efficiencies;
- Ability to analyze facts and to exercise sound judgment to present ideas and findings clearly and concisely in written, oral or graphic form;
- Ability to plan and coordinate mosquito surveillance and evaluation programs and analyze data collected by conventional or automated methods; and
- Ability to prepare, develop and present long-range plans.

## PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Crouching:** Bending the body downward and forward by bending leg and spine.

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.