



## **Operations Supervisor**

**Category:** Classified  
**Pay Grade:** C22  
**Job Code:** 16630

*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**

Performs technical supervisory work in public works construction, maintenance, and other labor or skilled tasks; supervises personnel and major items of construction equipment in public works construction and maintenance activities or prioritizes and schedules utility maintenance, repair, or other services and projects; coordinates and supervises a large number of crews and equipment in construction, reconstructing, resurfacing, stripping, signing, and maintenance work on streets, highways, utilities systems, and related facilities.

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

- Supervises several individuals, crews, and equipment engaged in construction, maintenance, traffic safety, and major repair work involving drainage, bridges, sidewalks, roadbeds, paving, major landscaping, mosquito, and/or aquatic weed control, and utilities projects cleaning drainage and sewer lines;
- Arranges for vacation and sick relief, reviews and approves time cards, gives instructions and advice on difficult problems, and occasionally operates equipment;
- Ensures the proper calibration, operation, and maintenance of assigned construction and other trades or specialized equipment;
- Requests and assists in coordinating use of specialized equipment in assigned areas such as a heavy equipment operation;
- Prioritizes, assigns, and schedules work projects involving the maintenance, repair, and construction of County's utilities, services and other functions;
- Schedules and organizes fogging and aerial missions;
- Prioritizes, assigns, and schedules cyclic work in accordance with integrated pest management (IPM) best practices;
- Supervises crews to ensure all EPA; FDACS; FIFRA; FL Chapter 388, 482, & 487 laws and guidelines are met;
- Receives work orders and makes preliminary determination of the nature and extent of resources, size of crews, maintenance services required, assigns work to appropriate specialty unit for completion, and coordinates all job assignments with maintenance supervisors;
- Maintains and monitors comprehensive records of work orders, scheduled completion dates, work progress, and delays and adjusts dates to reflect current status;
- Trains subordinate personnel in the proper work and safety methods, as well as in the proper and safe use of supplies, materials, tools, equipment, chemicals, etc.;
- Contacts public in areas where crews and equipment are working, arranges for machinery and personnel to work on private property when necessary, explains to property owners the nature of work being performed, and answers complaints;

- Maintains inventory and chemical output;
- Communicates and coordinates work with other departments;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Three (3) years of public works, utilities, general construction, maintenance, construction, or repair work that includes lead worker, supervision, or supervisory training; 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.
- A Florida Commercial Driver's License must be obtained within one (1) year of employment or employment may be terminated.
- Possession and maintenance of an IMSA, Level I Certification.
- Depending on job tasks, candidates may be required to possess as a condition of employment any combination of the following job-related qualifications: a Florida Public Health Pest Control License and a Florida Public or Commercial Restricted Use Pesticide Applicators license, with certification in one or more of the following categories: Aquatic Weed Control, Right-of-Way Pest Control, Ornamental and Turf Pest Control, Natural Areas Weed Management, and/or Demonstration and Research. As a condition of employment, an Appointing Authority has the discretion to require the appointee to possess task related license(s) or qualifications directly related to the job as a prerequisite to appointment or may require appointee to acquire those qualifications or license(s) prior to the completion of the probation period or a period of time not to exceed 1 year as determined appropriate.
- Work may take place under difficult environmental conditions such as exposure to poisonous plants and animals, and/or work in hot, rainy and /or wet conditions.
- Other knowledge, skills, abilities, and credentials required for a specific position.

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

- Knowledge of methods, operating rules, and equipment used in public works and utilities construction and maintenance;
- Knowledge of types and uses of public works equipment related to street, highway, and utility construction and maintenance and the operating characteristics and maintenance requirements of construction equipment;
- Knowledge of service scheduling, time, material, and manpower requirements to complete a variety of utility maintenance type work projects;
- Knowledge of basic safety and health policies and procedures.
- Ability to meet and deal with the public in a courteous, confident, and tactful manner when coordinating work and in responding to inquiries;
- Ability to maintain accurate records of scheduled work projects and the status of a variety of construction, services, and maintenance projects;
- Ability to plan, schedule, and supervise personnel and equipment;
- Ability to read working diagrams, sketches, and blueprints, keep records, and prepare reports;
- Ability to accurately evaluate the work, abilities, and attitudes of subordinates and possession of sufficient physical strength and agility to work outdoors under adverse weather conditions.

### **PHYSICAL/MENTAL DEMANDS**

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly 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.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **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.
- **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.
- **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.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **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.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is performed in a dynamic environment that requires me to be sensitive to change and responsive to changing goals, priorities, and needs.