



Field Operations Supervisor

Category: Classified/Excluded
Pay Grade: C24
Job Code: 13622

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 advanced supervision of major components of operations and program responsibilities assigned within various divisions in the Department of Public Works. Employees in this class supervise one or multiple section efforts and organization missions requiring advanced experience in the deployment of staff and complex equipment. Duties include supervising numerous employees and coordinating work schedules, executing work plans, maintaining large fleet equipment, safety policies, procedures and processes used for program activities and compliance with environmental, safety, and health requirements. Employees in this class coordinate equipment, employees, and safe work processes applicable to area of assignment within the department. The incumbent reports to a senior manager, supervisor, or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, organizes and supervises multiple crews performing utility maintenance work projects or mosquito control/vegetation management or laboratory support connected with county roads, rights-of-way, and land;
- Checks daily with unit officials and personnel to ensure work is proceeding properly and to resolve problems;
- Coordinates with other agencies, departments and division units or sections to ensure proper support activities or joint projects are accomplished;
- Supervises and directs the work of staff in various utility maintenance work projects or the abatement and control of mosquitoes or vegetation;
- Supervises the proper application of chemical pesticide/herbicide and adjuvants and the proper calibration, operation and maintenance of all spray equipment and vehicles;
- Supervises the utility maintenance work projects recording red-line data or chemical/mechanical control for mosquitoes and aquatic weeds in mitigation areas;
- Meets the general public, answers questions, receives requests for information and service regarding work activities, and discusses requests and complaints and reports actions and results of meetings to supervisors;
- Instructs employees in proper work methods and practices and makes periodic inspections to ensure established methods and safety practices are followed;
- Makes field inspections as work plans progress to determine appropriate oversight and ensure work plans are implemented in an appropriate manner;
- Ensures that adequate amounts and types of equipment and materials are available for project completion and constantly monitors and checks safety practices and procedures;
- Responds to emergency calls and situations as needed or directed;
- Designs and fabricates signs and banners utilizing large printers;
- Maintains sign making equipment;
- Utilizes computer, copier, and fax machine to perform various office tasks;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Five (5) years of direct journey level experience in the technical or skilled assigned field of work that includes supervision or supervisory training; or Associate's degree or two (2) years of directly related formal vocational or skilled technical training plus three (3) years' 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.
- Candidates may be required to possess prerequisite positive work experiences, training, or education in highly specialized Public Works or subject agency missions, skilled trades, life science courses and/or occupational licenses and credentials identified for the recruitment, plus experience: for example, in mosquito and herbicide chemical application programs.
- In addition, depending on the organization:
 - Possession and maintenance of one or more International Municipal Signal Association (IMSA) certifications.
 - Possession and maintenance of the following State of Florida licenses: Public Health Pest Control, Aquatic Weed Control and Right-of-Way Control.
- Other specific licenses/credentials depending on the position:
 - Possession and maintenance of an Ornamental and Turf Control License or equivalent qualification; an appropriate Florida Commercial Driver's License (CDL) Class B with Tanker (N) Endorsement; skills to operate small watercraft and to swim and special job related training or other designated certifications associated with position specific assignments.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills and Abilities:

- Knowledge of departmental organization and operational methods and procedures;
- Knowledge of mosquito control/aquatic weed control principles and techniques including the proper use, calibration, and general maintenance of spray equipment;
- Knowledge of data collection, red-line data coordination, GIS, and GPS programs;
- Knowledge of pesticides and herbicides utilized in mosquito spray and weed control operations;
- Ability to maintain and repair applicator/spray equipment and parts such as nozzles, pumps, meters, connections, tanks, and seals;
- Ability to plan, organize and direct multiple crews and analyze and evaluate completed work projects;
- Ability to establish and maintain effective working relationships with other governmental units, supervisors, subordinates, and the public;
- Ability to understand, interpret and effectively carry out instructions and accurately evaluates the work, abilities, and attitudes of subordinates and keeps records and makes reports.

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