

Title: Operations Support Supervisor II
PG: 36
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Various

Class Code: 8032
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

Highly responsible supervisory work involving direction and supervision of the event operations, building, equipment, grounds maintenance and repair. Work may include the responsibility for overseeing and coordinating the activities performed by subordinate employees involved in construction, facilities maintenance, security, safety, operational capabilities, repair and/or related work. Employees in this classification may serve as lead workers in a lower or equal grade, and may operate light motor vehicles or mechanized equipment. Work is carried out according to definite plans or instructions furnished by a supervisor and are reviewed during progress and upon completion to maintain performance according to established standards.

ESSENTIAL FUNCTIONS:

The following examples do not necessarily identify duties performed by any single incumbent. The information is intended to be descriptive of the responsibilities of the classification

1. Provides technical assistance as needed in various areas.
2. Directs, supervises, and participates in all aspects of event operations which includes; set-ups, production, safety, maintenance and repair of building grounds along with arena ice equipment.
3. May plan and coordinate with promoters, managers and touring entourage of shows.
4. Performs various personnel related functions.
5. Trains, and assists crew members assigned to grounds maintenance duties to include planting, transplanting, renovating, pruning, trimming, and mowing.
6. Operates trucks, tractors, aerators, thatchers, trenchers, mowers, and other light equipment.
7. Constructs, maintains, operates and monitors irrigation systems.
8. Inspects playground equipment and arranges for repairs and installations.
9. Builds, performs layout and maintains baseball, soccer, softball, football, other athletic fields and new landscaping for public facilities.
10. Maintains electrical, plumbing, flooring, janitorial services and fencing of public and non-public facilities.
11. Helps maintain and oversee the city properties including ordering, growing, moving and replanting vegetation; ordering and stocking needed materials and supplies along with preparing and applying fertilizers, insecticides, herbicides and other chemical compounds used in landscaping and gardening.
12. Supervises and participates in unstopping sewage service lines and main sewer lines; installs sewer lines; may keep time for crew; responds to emergency calls as necessary.
13. Supervises and participates in filling holes in direct streets and alleys; supervises the spreading of slurry seal; fills in holes in paved streets with lime rock; directs crew in trimming bushes in alleys.
14. Operates equipment such as trucks, dump trucks, payloaders, sump pump; mowing equipment and tractor.
15. Write requisitions for supplies.
16. Changes out light fixtures and other required light electrical duties associated with facilities maintenance.
17. May inspect all runways, taxiways, obstacles, lights, wind socks, safety areas, airfield markings and ramps for efficiency and conditions and report daily re: Pursuant to FAA Far Part 139, Airfield Inspection for LAL.
18. May coordinate BASH (Bird Aircraft Strick Hazard) – to reduce potential for collisions between birds and aircraft.

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19. Supervise Infield environmental issues (ie: Hazardous waste, material, storm water pollution Prevention, accidental fuel spills or any other hazardous materials that may enter surrounding water supplies.
20. Coordinate and organize work done on the airport by public works or outside contractors as it pertains to Airport Lighting system.

ADDITIONAL RESPONSIBILITIES:

1. Must be available to work days, evenings, weekends and required holidays.
2. May supervise and conducts erection and dismantling of City Christmas decorations.
3. May supervise and cares for City water fowl.
4. May assist with Hangar set-up for rentals.
5. May supervise field readiness for scheduled rentals.
6. Assists in locating plant sources and compiling bid specifications.
7. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of management/supervisory principles, practices and techniques.
2. Knowledge of building management and maintenance.
3. Knowledge of computerized management system, as well as basic computer skills. Knowledge of the handling of fertilizers and dangerous chemicals.
4. Knowledge of the symptoms, methods, and control of the more common diseases and insects which attack vegetation.
5. Knowledge of the practices, methods, techniques, materials, tools, equipment and processes of one or more of the building or mechanical trades.
6. Knowledge of the hazards and safety precautions applicable to area of assignment.
7. Considerable knowledge of the standard tools, methods, and practices of raising and caring for flowers, shrubs, and other plants.
8. Knowledge of construction, layout, and maintenance of baseball, softball, football, soccer, and other types of athletic fields.
9. Skill in the use of basic hand tools and the operation of related complex power equipment.
10. Ability to work under pressure to effectively meet deadlines as well as develop and execute plans, assess manpower needs, manage and supervise others effectively.
11. Ability to read and comprehend technical and professional manuals and journals, procedures; safety instructions; instructions, memos, letters; blueprints, schematics, layouts.
12. Ability to write reports evaluations, financial report, memos, procedures and policies.
13. Ability to perform general mathematical computation.
14. Ability to speak clearly and concisely to relay instructions, information, data and details to layman/employees, and establish effective working relationships with co-workers, other city employees and the general public.
15. Ability to layout, assign, and review the work of unskilled and semi-skilled maintenance workers.
16. Ability to plan and supervise the work of subordinates performing various construction and facilities maintenance tasks and to obtain effective results.
17. Knowledge of all airfield procedures, policies and equipment as well as understanding of air traffic control procedures and policies.
18. Basic knowledge of FAA rules and regulations.
19. Knowledge of safety and security procedures and policies for airport, buildings and structures.
20. Must possess knowledge of construction processes as they relate to airports (construction requirements, etc).
21. Basic knowledge of operating procedures and emergency procedures for both rotary and multi-engine aircraft.

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WORKING ENVIRONMENT/CONDITIONS:

Requires manual labor work that involves extensive walking bending, squatting, climbing, running and standing some of the time, exerting up to 100 pounds of force on a recurring basis, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects and routine keyboard operations.

Work may be performed in an office, city vehicle, on the airport/airfield and surrounding areas. The hazards and dangers associated with aircraft are present, but must be controlled by strict adherence to safety procedures (precautions).

The job risks exposure to extreme cold/heat temperatures, adverse weather conditions toxic fumes and noxious odors.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, grasp, feel, reach, lift, push, carry, pull and climb and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or vocational school graduate.
2. Two (2) years supervisory experience in more complex construction and facilities maintenance work.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. May be required to possess and maintain a valid state of Florida Class "B" Commercial Driver's License with appropriate endorsements as are required by the employing department.
2. Must maintain a valid home telephone number.
3. Must be willing to be available for call-out, as required by the employing division.
4. May need to or be willing to obtain a pesticide application license.
5. May be required to pass and maintain qualification for:
 - a. Respiratory Protection Physical
 - b. Pulmonary Function
 - c. Qualitative and Quantitative Fit Test(s)
6. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.