

**Title:** Operations Support Supervisor III  
**PG:** 42  
**Status:** Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** Various

**Class Code:** 8034  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS**

This is advanced journey level and supervisory work which may involve the diagnosis, repair, maintenance, and operation of equipment and maintenance vehicles and or the maintenance, repair and construction of parks, grounds, and related facilities including planing, planting, trimming, topping, and removing vegetation. Work may involve supervising and performing inspection; evaluation and repairing all types of motorized equipment. Supervision is exercised over a small number of employees. Work is performed under general supervision and reviewed on the basis of results achieved.

### **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. Plans, assigns, supervises and reviews the work of a number of crews and individuals assigned to park and grounds maintenance and construction activities.
2. Interviews applicants and assists with placing new employees. Maintains and reviews employee work records and evaluations along with performing timekeeper responsibilities.
3. Ensures that needed supplies and materials are stocked.
4. Inventories and schedules the use of light and heavy equipment, such as: trucks, tractors, aerators, trenchers, thatches, mowers, backhoes, and other light equipment.
5. Supervises all electrical, plumbing, flooring, janitorial services and fencing of public and non-public facilities.
6. Oversees major/minor league baseball dormitories and facilities.
7. Posts pesticide applications, maintains chemical room inventory and pesticide application log.
8. Identifies, understands and observes horticultural procedures in plant production, transplanting seedlings, taking plant cuttings, rooting plants from cuttings, and potting/re-potting plants.
9. Supervises and oversees greenhouse operations including chemical applications, identifies, diagnoses plant problems, initiates corrective actions, chooses and prepares the proper agriculture chemicals to be used.
10. Maintains necessary records of work performed, cost of repairs, inventory of all equipment and material. Orders and maintains a stock of materials.
11. Supervises and instructs others in small engine repairs, maintenance and overhauls.
12. Supervises, inspects, and participates in building of facilities, maintenance of facilities and equipment along with operation of equipment.
13. Performs welding and cutting with electric and acetylene equipment for the purpose of repairing implements.
14. Prepares schedules and reports relating to work programs, problems with removal or transplanting, equipment needs and utilization of labor.

### **ADDITIONAL RESPONSIBILITIES:**

1. May assist with budget requests and specifications for improvements.
2. May supervise erection, dismantling of City Christmas decorations, care, feeding of City waterfowl, hangar set-up, and field readiness for scheduled rentals and oversee schedule rentals.
3. May assist in locating plant sources and compiling bid specifications.
4. May fabricate specialized equipment.
5. Performs related work as required.

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**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of construction, layout, and maintenance of baseball, softball, football, soccer, tennis, and other types of athletic fields including pesticide, herbicide, and other chemical applications and landscape inspection procedures.
2. Thorough knowledge of the operating and repair characteristics of a variety of mechanical and small engine equipment.
3. Thorough knowledge of the occupational hazards, safety, and environmental regulations involved in the work and of the necessary precautionary measures to be observed.
4. Considerable knowledge of the methods, materials, tools, and standard practices of the mechanical trade.
5. Considerable knowledge of the grounds maintenance equipment repair trade gained through vocational and manufacturers' schools, vendor seminars, on-the-job training and other methods.
6. Skill in the use of tools and in the operation of machines and equipment commonly used in the mechanic's trade.
7. Ability to train and evaluate the utilization of personnel, materials, and equipment, and to recommend revisions as to assignments and procedures.
8. Ability to maintain records and prepare concise reports, keep employee work logs, personnel information files and times sheets on a consistent basis
9. Ability to work from sketches blueprints, and specifications.
10. Ability and to organize repair sequences in a logical and efficient manner.
11. Ability to read and comprehend manuals written in the English language for various types of equipment and to apply that knowledge effectively in completing maintenance and repair tasks.
12. Ability to communicate, cooperate and to maintain a good working relationship with co-workers, supervisors and the public.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires manual labor work that involves walking or standing most of the time, exerting up to 100 pounds of force on a recurring basis, and lifting 40 pounds.

The job risks exposure to adverse weather conditions, toxic fumes and noxious odors, wet, humid conditions, heights, electrical hazards, dusts and pollen along with extreme hot/cold temperatures.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High school diploma or its equivalent.
2. Four (4) years of experience in maintenance and construction, including one (1) year of experience in a supervisory capacity or
3. Three (3) years' experience in mechanical work at the journey level, including six (6) months of supervisory experience.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level one (1) or completion within twelve (12) months.

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**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license with appropriate endorsements as needed by the employing department.
2. Must maintain a valid home telephone number.
3. May have to or be able to obtain a pesticide application license within six (6) months of employment.
4. May be required to pass and maintain qualification for:
  - a. Respiratory Protection Physical
  - b. Pulmonary Function
  - c. Qualitative and Quantitative Fit Test (s)
5. 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.