

## **COOPER CITY, FLORIDA**

### **CLASS DESCRIPTION**

#### **CLASSIFICATION TITLE: FIELD OPERATIONS SUPERVISOR - PUBLIC WORKS**

#### **GENERAL DESCRIPTION OF DUTIES**

Under the direction of the Public Works Director, highly responsible managerial, and technical work in supervising the daily operations and activities of a wide range of construction, maintenance, and renovation projects in the landscape, grounds and/or or building maintenance divisions.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **EXAMPLES OF ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes, assigns, and supervises the work of skilled work crews engaged in the maintenance of buildings, grounds, roads, sidewalks, and landscaping.
- Inspects work for progress and for conformance to established standards; provides technical advice to work crews in techniques and practices.
- Reviews and requisitions materials and supplies required by their division. Makes costs estimates for project needs and maintains records.
- Supervises work procedures to assure safety and efficiency of operations. Manages unusual problems and implements remedial solutions.
- Develops and schedules the plans for the completion of assigned Capital Projects.
- Reviews plans, bids, correspondence, and other documents related to the operation of their division and submit responses to same.
- Develops plans, specifications, and related documentation for bids and requisitions.
- Supervises, trains, and evaluates subordinates and makes recommendations for hiring, disciplinary action, dismissals, and training.
- Directs and reviews the work of outside contractors to insure compliance with the desired results and specifications.
- Assists in the preparation of the annual budget for their division.
- Attends public meetings on behalf of the City as required.
- Performs related duties as directed.

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### **KNOWLEDGE, SKILLS, & ABILITIES**

- Knowledge of the principles and practices of supervision and management.
- Knowledge of the materials, tools, equipment, methods, practices, and equipment used as related to their division.
- Knowledge of occupational safety rules and practices.
- Ability to plan, schedule and supervise the work of subordinate employees and outside contractors to efficiently and effectively accomplish the goals of the Department. Ability to instruct subordinates in the safety rules and practices of the work and in the use of the tools and equipment of the job.
- Ability to effectively utilize technology such as computers and software required to conform to the expected procedures and operational methods of the Department and the City.
- Ability to interact and communicate verbally with the general public, other employees, and City officials.
- Ability to effectively and clearly communicate in writing by means of electronic correspondence, memo, letter, or other means of written correspondence.
- Ability to develop technical specifications and scope of work documents required for the preparation for formal bids or other required purchasing functions. Ability to make cost estimates.
- Skill in the use of Microsoft Office Suite of software including Word, Excel, and Office.
- Must be able to safely operate a motor vehicle.

### **EDUCATION & EXPERIENCE**

Graduation from High School or possession of an acceptable equivalency diploma. Ten (10) years experience as it relates to the desired position in either landscape, grounds, or building maintenance. At least three (3) years of the experience must have been in a supervisory or managerial capacity. Graduation from a college or university with an Associate's or Bachelor's Degree in a related field may be substituted for experience; or a combination of education, training, and experience judged to be equivalent. Must possess a valid State of Florida driver's license.

### **PHYSICAL REQUIREMENTS**

Tasks will include both indoor and outdoor work. Indoor work may be relatively sedentary with extended periods of time at a work station and may involve the moving of light weight (5-10 pounds). Outdoor work will include the inspection and direction of work crews and projects. Must be physically able to operate a variety of machines and equipment including computer, radio, tools, vehicle, etc. Tasks may involve exposure to harsh environmental conditions such as heat, humidity, and rain for extended periods of time.

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**Acknowledgement:**

Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. Employee is expected to adhere to all policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The City of Cooper City, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.