

OPERATIONS MANAGER ASSISTANT

Job Code	Pay Grade
13652	CL19

Nature of Work

This is advanced supervisory, operations, and administrative work coordinating and assisting more senior managers managing programs and operations within the department. An employee in this classification assists managers in organizing, planning and coordinating activities of the specific area and supervising a staff of technical, professional and/or supervisory personnel including laboratory analysis and operational control efforts. Responsibility also entails assisting managers to implement long-range planning for the area and inter/intra consultations regarding issues such as complying with new laws, rules, regulations, environment, safety, documentation, preparing work plans, recordkeeping, verifying employee certifications, and training. The incumbent reports to a senior manager. The incumbent exercises a significant degree of independent judgment, initiative, and discretion in carrying out assignments and programs to obtain the maximum degree of efficiency and effectiveness.

Minimum Qualification Requirements

- 6 years experience implementing a major public works program such as mosquito control or stormwater permitting program, drainage program, roadway maintenance program or bridge maintenance and/or construction within the State of Florida including 2 years supervisory experience or supervisory training; or
- Associate's degree in construction management or directly related technical field and 4 years experience as described above; or
- Bachelor's degree in natural science, engineering, construction management, business administration, public administration, or related field and 2 years experience as described above; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- 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.
- Previous career periods and history evidencing formal management and/or supervisory experience.
- Possession and maintenance of the following State of Florida licenses: Public Health Pest Control, Aquatic Weed Control and Right-of-Way Control.
- Possession and maintenance of an Ornamental and Turf Control License or equivalent qualification; skills to operate small watercraft and to swim, and special job related training or certifications associated with position specific assignments.
- Other highly desirable knowledge, skills, abilities and credentials relevant to position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Assists department to prepare and execute an annual budget and make procedural and operational recommendations.
- Implements work management plans in designated assignment areas.
- Implements countywide bridges, structures, and/or infrastructure maintenance management plans.
- Oversees spray applications countywide that have major impact or potential impact to the environment.
- Determines appropriate flight activities of two helicopters.
- Ensures compliance with federal and state statutes governing environmental law and health and permit conditions.
- Provides guidance and direction in the preparation of formal technical presentations, contract specifications, and cost estimates for the division.
- Develops, modifies, and maintains procedures required by the Florida Department of Agriculture and Consumer Services, the Florida Department of Environmental Protection, and/or the Florida Department of Transportation.

OPERATIONS MANAGER ASSISTANT (continued)

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Illustrative Tasks (continued)

- Coordinates meetings of and between county staff, contractors and regulatory agencies on operational requirements and issues.
- Ensures compliance with federal and state statutes and various codes governing bridge maintenance.
- Assists with interviews, selects, plans, organizes, and reviews the work of subordinates; provides managerial and technical guidance to supervisory, operational and administrative staff.
- Prepares project proposals for the construction of public works projects in the area of assignment and after approval by higher county authorities, submits project proposals to the applicable state agency for approval.
- Acts in a liaison capacity with municipal, state and federal government agencies and conducts public relations activities.
- Reviews and obtains proper interpretations, where necessary, concerning the laws, rules and regulations affecting the storage, transportation and application of pesticides.
- Supervises and assists in the administration of personnel and human resource oversight and administration.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of modern techniques, methods, procedures, principles and practices of all phases of mosquito control, stormwater permitting and wetland mitigation, roadway, drainage or bridge maintenance.
- Knowledge of biological sciences, chemistry and engineering and their relationship to the life cycles of mosquitoes, weeds or nuisance plants.
- Knowledge of chemicals approved for mosquito and weed control in Florida and their proper and safe utilization.
- Knowledge of mosquito biology and vegetation and the ability to identify local pest species.
- Knowledge of federal, state and local regulations and restrictions pertaining to mosquito control, stormwater permitting/wetland mitigation, drainage, roadway and bridge maintenance.
- Skill in written and oral presentation of reports.
- Ability to address civic organizations and other public or private groups on subjects relative to public works and/or mosquito and weed control programs and projects.
- Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.
- Ability to plan, direct, supervise, coordinate, organize, and inspect public works and/or mosquito control plans, programs, and activities.
- Ability to compare costs and production rates to established benchmarks and implement improvements to gain efficiencies.
- Ability to analyze facts and to exercise sound judgment to present ideas and findings clearly and concisely in written, oral or graphic form.
- Ability to plan and coordinate mosquito surveillance and evaluation programs and analyze data collected by conventional or automated methods.
- Ability to prepare, develop and present long-range plans.

For official use only

Revised	EEOC Code	Overtime Code
4/13	Officials & Managers	Classified/Excluded