

OPERATIONS MANAGER

Job Code	Pay Grade
13654	CL22

Nature of Work

This is highly independent supervisory and administrative work managing programs and operations within the department. An employee in this class has the responsibility for organizing, planning and coordinating activities of the specific area and supervising a staff of technical, professional and supervisory personnel including laboratory analysis and operational control efforts. Responsibility also entails long-range planning for the area and inter/intra consultations regarding issues such as complying with new laws, rules and regulations, environmental and safety concerns, required documentation and recordkeeping, and employee certification and training. Administratively under the direct supervision of the section manager, employees will have wide latitude for independent judgment while exercising initiative and discretion in carrying out mosquito control measures or stormwater permitting programs to obtain the maximum degree of efficiency and effectiveness.

Minimum Qualification Requirements

- 9 years experience implementing a major mosquito control program or stormwater permitting program, or bridge maintenance and/or construction within the State of Florida including supervisory experience or supervisory training; or
- Bachelor's degree in natural science, business administration, public administration, or related field and 5 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.)

- Prepares and executes an annual budget and makes procedural and operational recommendations to the director.
- Implements work management plans covering a fleet of spray vehicles.
- Implements countywide bridges and structures maintenance management plan.
- 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 or the Florida Department of Environmental Protection.

OPERATIONS MANAGER (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.
- 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 mosquito control projects or stormwater permitting facilities projects or bridge maintenance/repair projects 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.
- 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, 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, and bridge maintenance.
- Skill in written and oral presentation of reports and presentations.
- Ability to address civic organizations and other public or private groups on subjects relative to 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 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