

COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: SUPERVISOR - VEGETATION MANAGEMENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise activities involving maintenance of the County's secondary drainage system.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations; coordinates or conducts staff training activities.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with department management or other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Coordinates work activities with those of other departments, contractors, consultants, outside agencies, or others as needed; establishes and maintains internal/external liaisons.

Develops and implements long and short term plans, goals, and objectives for the area of assignment; assists in developing long term excavation schedules; evaluates efficiency and effectiveness of operations, methods, and use of resources; implements improvements as needed.

Develops, updates, and implements departmental policies and procedures.

Assists in developing and implementing budget for area of assignment; recommends equipment and staffing needs; monitors expenditures to ensure compliance with approved budget.

Supervises activities involving maintenance of the County's secondary drainage system; ensures optimum drainage flow, obstruction-free drainage, and an aesthetically attractive appearance.

Supervises aquatic plant control activities; plans, develops, and monitors aquatic plant control schedules; modifies schedules to meet changing needs or changes in weather patterns; reviews reports of areas monitored, inspected, and treated; monitors herbicide usage.

Conducts site visits to monitor work sites; uses survey level to check elevations of pipe installations.

Supervises and coordinates special projects as assigned.

Supervises activities involving repair and maintenance of site buildings.

Provides technical assistance and information to other departments, the public, or others; responds to routine questions/complaints, investigates complaints, and initiates problem resolution.

Maintains inventory control of department equipment, chemicals, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials; writes equipment specifications for purchases; conducts periodic inventory counts.

Monitors administrative and/or statistical data pertaining to department operations; analyzes data, summarizes data, and prepares reports; ensures timely submission of required reports to regulatory agencies or other personnel.

Performs administrative tasks; reviews reports completed by subordinate staff; monitors petty cash funds for assigned area; reviews and processes time cards; reviews/approves leave requests; maintains personnel and training records.

Prepares or completes various forms, reports, correspondence, performance appraisals, budget documents, activity reports, regulatory reports, water level reports, herbicide inventory reports, or other documents.

Receives various forms, reports, correspondence, time sheets, leave requests, budget reports, herbicide usage logs, inventory/asset reports, regulations, policies, procedures, maps, plant identification guides, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, utility truck, survey level, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, presentation, e-mail, Internet, or other computer programs.

Communicates with director, employees, other departments, vendors, the public, regulatory agencies, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new methods, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in business administration, vegetation management, stormwater system operations, and herbicide application; supplemented by five (5) years previous experience and/or training that includes vegetation management, stormwater system operations, herbicide application, supervision, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Restricted Use Aquatic Herbicide Applicator's License. Must possess and maintain a valid Florida driver's license. Fingerprinting required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Leadership:

Customer Service:

Financial Accountability:

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, wetness, humidity, rain, temperature extremes, hazardous materials, traffic hazards, water hazards, bright/dim light, or toxic agents.

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