



COUNTY OF YORK JOB DESCRIPTION
Operations Supervisor I
Public Works
Stormwater Operations & Grounds Maintenance

Human Resources Department
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Responsible for supervising and working with employees maintaining the County's drainageways in tandem with other mosquito control efforts. Directs and participates in the larvicide operations and the maintenance and construction of drainageways. Responds to and investigates complaints from the general public; explains County mosquito operations. Ensures that safety standards are adhered to and that employees are trained in proper operation and care of tools and equipment. Observes and detects illicit discharges at outfalls as part of the County VSMP (Virginia Stormwater Management Permit) requirements with the Department of Conservation & Recreation (DCR). Work is performed under general supervision.

DISTINGUISHING FEATURES OF THE POSITION/WORK ENVIRONMENT

This position is subject to being called back to work during inclement weather or major storms. Work is performed outdoors under all types of weather conditions with exposure to the usual hazards associated with outside maintenance and construction work.

ESSENTIAL JOB FUNCTIONS

Coordinates, assigns, directs, and participates in the activities of employees engaged in mosquito and pest control activities; evaluates problem drainage areas; clears away brush; constructs or re-grades ditches to ensure proper drainage; directs larvicide operations.

Schedules work and tracks man-hours and other information using spreadsheet or database software.

Instructs employees on proper equipment handling, care and safety requirements; inspects equipment and schedules maintenance and repairs, as needed.

Operates a variety of power and hand tools such as weed eaters, chain saws, pumps, shovels, pitch forks, rakes, etc., to remove brush, trees and undergrowth to create and maintain drainageways.

Maintains VDOT traffic flagging certification and performs flagging operations for both Stormwater and Waste Management operations.

Maintains updated set of maps of drainage ditches in area of responsibility.

Receives and responds to drainage and mosquito complaints from the general public; responds to complaints based on a detailed knowledge of County mosquito operations; explains mosquito control operations to the public; ensures proper action is taken to resolve complaints.

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Submits daily reports and attends scheduled meetings.

Ensures equipment and vehicles are secured at end of each shift.

ADDITIONAL JOB FUNCTIONS

Ensures employees are utilizing safety equipment and following safety procedures.

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the use of basic hand and powered tools.

Thorough knowledge of the use of gas and hand held insecticide sprayers, and motorized equipment such as weed eaters, chain saws, and other equipment.

General knowledge of supervisory principles and practices.

Ability to perform manual labor outdoors in all types of weather.

Ability to read and understand directions, operating manuals, and other safety related information.

Ability to oversee and supervise the work of others.

Ability to use work order systems to track labor and material expenses. Experience with Microsoft word, outlook calendar and excel software systems and programs.

EDUCATION AND EXPERIENCE

Graduation from high school, and 3 years of progressively responsible construction or maintenance experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the Commonwealth of Virginia.

Certification as a Registered Technician by the Virginia Department of Agriculture Pesticide Services Category 60. Certification as a Commercial Applicator Category 8 is preferred.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of hand and power tools including weed eaters, chain saws, sprayers, shovels, and rakes, etc.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisor, giving instructions, assignments or directions to co-workers.

Language Ability: Requires the ability to read standard operating procedures, maps complaints, memorandum, policy manuals, safety manuals, etc. and to prepare reports, statistical reports and maps utilizing proper format, grammar and punctuation. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas to add and subtract, multiply and divide and utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and hear.

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Prepared by: _____

Date: _____

Approval: _____