

## **SUPERVISOR III**

### CODES/PAY GRADE

Class Code: 2300

EEO Code: G

Pay Grade: 119

### MAJOR FUNCTION

Responsible supervisory work coordinating and scheduling major units or groups of maintenance and/or construction workers.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Participates and supervises personnel engaged in building maintenance activities; mosquito control operations; tree trimming activities; road, bikeway and/or drainage structure construction and maintenance; and/or solid waste landfill operations. Responsible for the work of crew(s), including skilled, semi-skilled and unskilled employees, engaged in the construction and maintenance of County projects.

Reads blueprints for proper construction of project. Determines the type of equipment to be used for the project and how long it will take to complete the project.

Makes job site inspections prior to scheduling work to ascertain working conditions and manpower, materials, and equipment needs. Determines crew size and types of workers needed. Works with supervisor on cost estimate of materials and procures materials for project. Submits requisitions for equipment and materials. Controls the storage and issuance of major items of materials, supplies, and equipment.

Coordinates orientation and training of employees on all types of equipment. Instructs and evaluates subordinate employees in proper work methods and practices.

Evaluates equipment operators on job sites, including draglines, bulldozers, various trucks and similar earth moving and other public works equipment. Gives instructions and advice on difficult problems. Evaluates employees work performance and counsels on improvement.

Makes work crew assignments. Works with supervisor in preparing weekly work schedules.

Responds to and coordinates complaints or requests from the public, organizations, or other governmental agencies.

Contacts public in area where crews and equipment are working. Arranges for machinery and personnel to trespass on property when necessary. Explains to property owners the nature of work being performed. Responds to public complaints.

Studies existing practices and procedures to ascertain methods of improving construction, repairing maintenance work. Implements and enforces safety procedures on the job or worksite.

### **Supervisor III continued**

Assists Supervisor IV in overall management of activity/section of responsibility.

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the methods, operating rules and types of equipment for construction and maintenance. Knowledge of effective supervisory practices and techniques and personnel management.

Ability to plan, schedule, and supervise equipment and personnel. Ability to read working diagrams, schedules, and simple blueprints. Ability to understand and follow the County Merit System Regulations. Ability to keep records and prepare reports. Ability to understand, interpret and effectively carry out written and oral instructions accompanied by construction plans. Ability to analyze current working practices and make recommendations to improve them. Ability to manage a major construction and/or maintenance unit. Ability to coordinate many work crews in a project.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of a GED and five (5) years experience supervising, coordinating, and scheduling employees engaged in construction, maintenance, and repair of public works, mosquito control, grounds maintenance, facilities maintenance or airport activities; or similar type work.

A Florida CDL may be required within six (6) months of appointment depending upon the division of assignment. CDL level will be determined by appointing director.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

### **ADA REQUIREMENTS**

ADA requirements may vary depending on position/division of assignment.

Physical Demands: Light work. Ability to lift, carry, reach, see, talk, handle, feel, push, pull, twist.

Environmental Demands: Inside and outside work. Ability to tolerate inclement weather including rain, humidity, heat and cold. May be exposed to chemicals, insects, toxic plants, odors, dust, fumes, noise, vibration.

Mental Demands: Ability to read and comprehend reports, blueprints, safety instructions, memos, letters, product directions, work orders, financial statements. Ability to write instructions, directions, procedures, memos, reports, financial statements. Ability to perform shop math. Ability to speak clearly and concisely relaying information to workers and laymen. Ability to identify and resolve problems. Ability to analyze data and develop conclusions.

Revised 10/94

Revised 8/03