

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 592

GROUNDS OPERATIONS MANAGER

GENERAL

Work is performed under the direction of the Assistant Public Works Director or designee. This position is responsible for supervisory work in planning and directing the grounds maintenance and landscaping of all City properties and other related public works projects as directed. This is an essential position; incumbent will be required to work extended hours during climatic weather related events or other emergencies.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Plans, organizes, coordinates and supervises the maintenance and development of city parks, landscaped areas, beaches and related recreational facilities. Attends meetings and keeps necessary records.
- Responsible for inventory control and oversees the equipment maintenance programs.
- Supervises City nursery and participates in the planting and maintenance of a wide variety of flowers, plants, shrubs, trees and turf which can be planted and grown successfully in Florida.
- Operates and directs the use of available equipment, materials, and personnel to obtain maximum effectiveness and economy.
- Oversees the operation of equipment used in the spraying of pesticides, insecticides, fungicides and herbicides on the golf course, parks and other city's facilities.
- Participates in long range planning in order to provide for more effective maintenance.
- Prepares budget requests for division.
- Establishes goals and objectives; recommends standards, procedures and regulations.
- Makes recommendations regarding operational policies, expenditures, plans and other administrative matters; prepares the division budget, and approves and monitors expenditures.
- Supervises the work of division personnel through oral and written instructions to subordinate supervisors.
- Adheres to assigned work schedule as outlined in city and department attendance policies and procedures.
- Evaluates and recommends adoption of new technology, equipment and materials.
- Maintains the city irrigation systems. Installs and repairs irrigation systems, including sprinkler heads, pipelines and control systems.
- Makes recommendations for new facilities and equipment.
- Coordinates with Landscape Architects the planning, design and installation of new facilities.
- Recommends, in the interest of the city, that eligible applicants be hired and that subordinate employees be transferred, suspended, promoted, terminated, reassigned or disciplined; participates in the adjustment of grievances; participates in the administration of agreements resulting from collective bargaining negotiations.
- Responsible for maintenance of the city's Cemetery and Sand and Spurs Equestrian Center.
- Monitors the progress of the division's strategic plan goals, initiatives and objectives.
- Develops tracking methodologies for collection of data for the Florida Benchmarking Program
- Monitors the progress of the division's strategic plan goals, initiatives and objectives.
- Performs related work as required by the Assistant Public Works Director or designee.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the methods, practices and procedures used in grounds maintenance functions.
- Knowledge of plants, pesticides, grasses, fertilizers and the requirements of their maintenance.
- Knowledge of tools and equipment used in grounds maintenance operations.
- Knowledge of federal, state and local laws, ordinances and regulations relating to ground maintenance operations.

- Knowledge of effective supervisory techniques.
- Knowledge of safety rules and procedures.
- Ability to assign and supervise the work of crews and individuals.
- Ability to keep accurate records and to submit accurate reports.
- Ability to plan and supervise the work of others in a manner conducive to full performance and high morale.
- Ability to understand, interpret and effectively carry out written and oral instructions.
- Ability to prepare and present complex reports.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- Ability to plan, direct and supervise the work of skilled and unskilled employees.
- Ability to submit and maintain accurate records and reports.

MINIMUM QUALIFICATIONS

Bachelor's degree in Management, Horticulture, Landscape Architecture, Urban Forestry or related field with two years' experience or an Associate Degree in related field and extensive experience in the field of turf and equipment maintenance, with some experience in a supervisory capacity.

A comparable amount of training and experience may be substituted for the minimum qualifications

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to walk in rough construction areas, climb down into trenches or up on ladders.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

11/2018

Bargaining Unit: Non-bargaining

FLSA: Exempt

Pay Grade/Group: 30/50

Location: Public Works Department

GERS: Regular: Regular Class