



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Operations Supervisor (Vegetation)
DEPARTMENT.....:	Public Works
DIVISION.....:	Roads, Bridges, Vegetation Management
CLASSIFICATION/GRADE.....:	Operations Supervisor/109
REVISED.....:	10/2018
REPORTS TO.....:	Road, Bridge & Vegetation Superintendent
REVIEWED.....:	10/2018
WAGES.....:	Hourly

SUMMARY:

The Operations Supervisor is under the direct supervision of the Roads, Bridges & Vegetation Superintendent. The Vegetation Operation Supervisor is responsible for overseeing tree trimming, tree and brush removal, minor landscaping within Parish right-of-way or other locations as assigned. Incumbent will also oversee all contracts relating to vegetation and mosquito control.

BASIC FUNCTIONS:

1. Inspects all urban and rural street/roads for overhanging trees on regular basis and initiates action to remove obstacles from right of way or travel zone.
2. Direct all necessary maintenance work to trees, bushes, weeds, vegetation located within public passageways and complete work order records daily.
3. Recommend for hiring, firing, and training of all tree section personnel.
4. Establish preventative maintenance program for all assigned equipment and keeps maintenance records.
5. Recommends the requisition of equipment, materials, and tools necessary for Division to maintain all assigned tasks.
6. Provide contractors with necessary maps, measurements, work orders, access to rights-of-ways and review all invoices.
7. Maintain spreadsheets for Vegetation Maintenance and Mosquito Control.
8. Responsible for developing registry of all trees under authority of Terrebonne Parish Government.
9. Must perform other duties as assigned by the Superintendent.

OTHER REQUIREMENTS:

1. Must have the ability to supervise work crews.
2. Must be able to interact well with subordinates and effectively direct their activity.
3. Must maintain a valid Louisiana Driver's Licenses.
4. Must be capable of dealing with all Parish Departments/Divisions and the general public.
5. Must have good working knowledge of Terrebonne Parish.
6. Must have the ability to work on a priority basis and maintain maintenance schedule and records.
7. Must have ability to communicate effectively, both written and oral.
8. Must have the ability to lift 75 lbs.
9. Must be willing to work extra hours.

10. Must be on 24-hour call.
11. Frequent exposure to heat, cold, noise and other conditions.

EDUCATION/EXPERIENCE:

1. Must possess a High School Diploma or equivalent.
2. Must have Arborist License or 5 years' experience under supervision of a Licensed Arborist.
3. Must have experience with operating an aerial lift truck, tree chipper, stump grinder, chainsaws and other cutting tools.
4. Knowledge of herbicides and landscaping preferred.
5. Must have 3 years' experience of supervising work crews.
6. Basic management experience preferred.
7. Safety Training courses preferred.