

OPERATIONS SUPERVISOR

– VEGETATION CONTRACTS

Solid, Hazardous, & Recycling Waste | Solid Waste



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Operations Supervisor – Vegetation Contracts is responsible for overseeing all vegetation-related operations and contracts throughout Terrebonne Parish.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

Must be willing to work overtime, including nights, weekends, and holidays as needed.

SHIFT

6 a.m. to 4:30 p.m.

LOCATION

Ashland Transfer Station

REPORTS TO

Office Manager

PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

WORK ENVIRONMENT

Plant and field environment with frequent exposure to noise, heat, dust and odorous conditions.
Frequent interactions with the public

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

Chemical Applicator License with general standards and rights-of-way certification within 90 days.

In this role, the incumbent will be expected to manage contractor performance along parish road rights-of-way and other designated areas, ensuring work is completed safely, efficiently, and in compliance with contractual requirements.

The role requires hands-on leadership, strong technical knowledge of vegetation management, and the flexibility to support other operational divisions when needed.

JOB DUTIES

- Supervise, coordinate, and monitor all vegetation-related contractor operations, including tree trimming, brush removal, weed control, chemical applications, mulching, and minor landscaping across parish road rights-of-way and other designated properties.
- Oversee and administer all vegetation-related contracts for boulevards, government buildings, laterals, levees, aquatics, parks, and other parish-owned or maintained properties, ensuring compliance with contractual requirements, safety standards, and quality expectations.
- Monitor contractor routes, job site locations, and daily operations to ensure all contracted work is completed accurately, efficiently, and within established timeframes.
- Review, investigate, and respond to service requests, complaints, and work orders submitted through the MGO system; prepare and submit daily location reports, contract findings, and equipment status updates to the Office Manager.
- Conduct daily, weekly, monthly, and quarterly evaluations of contractor performance, vegetation maintenance routes, tractor operations, and chemical application routes; recommend operational adjustments or corrective actions as needed.
- Verify contractor invoices by comparing submitted documentation to weekly and monthly vegetation maintenance reports to ensure work billed has been completed in accordance with contract specifications.
- Establish and monitor preventative maintenance schedules for assigned equipment; submit work orders for equipment repairs and coordinate with the mechanic shop to minimize downtime.
- Perform routine and random inspections of vehicles, field equipment, job sites, and contractor operations to ensure compliance with safety regulations, PPE requirements, and parish standards.
- Attend and participate in weekly status meetings, monthly progress meetings, safety meetings, and quarterly performance reviews with the Office Manager and Solid Waste Director.
- Provide hands-on leadership by assisting field crews when necessary and managing other division employees in the absence of their Operations Supervisor; conduct tailgate meetings to communicate job assignments and safety requirements.

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JOB DUTIES CONTINUED

- Coordinate annual and seasonal projects, including mulching for government buildings, storm season preparedness, and the placement and installation of downtown Christmas decorations, in collaboration with other departments.
- Prepare HR, Risk Management, and incident documentation related to employee accidents or operational incidents.
- Obtain contractor estimates for assigned projects and submit recommendations to the Solid Waste Director for review and approval.
- Maintain inventory control of supplies, parts, and materials required for vegetation equipment and operations.
- Operate parish equipment as required and provide cross-training and operational support to other division Operations Supervisors.
- Complete all required training, certifications, and continuing education, including herbicide licensing and safety compliance.
- Review and approve Absence Requests, FAST forms, and employee timecards submitted through TeamTPCG to ensure accuracy, compliance with policy, and timely processing.
- Participate in quarterly One-on-One meetings with Supervisor.
- Conduct quarterly One-on-One meetings with each subordinate to ensure alignment on responsibilities and expectations, track progress, identify areas for support or development, and facilitate meaningful feedback and goal setting.
- Ensure employees complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to provide clear direction, supervise contractors and staff, enforce standards, and step into supervisory roles across divisions to ensure continuity of operations.
- **Time Management:** Effectively prioritizes and coordinates daily, weekly, and long-term operational tasks while meeting deadlines for reporting, inspections, meetings, and project completion.
- **Analytical Skills:** Ability to review contractor performance data, route reports, invoices, and work orders to identify discrepancies, assess operational effectiveness, and recommend improvements.
- **Communication Skills:** Ability to communicate clearly and professionally with management, contractors, employees, and other departments through meetings, reports, tailgate briefings, and written documentation.
- **Organizational Skills:** Ability to manage multiple contracts, routes, equipment records, reports, inventories, and compliance requirements in a structured and accurate manner.
- **Technical Skills:** Demonstrates proficiency in operating heavy machinery, using solid waste management software, and performing routine equipment maintenance and inspections. Proficiently operates office software such as Microsoft 365 and the MGO work order platforms.
- **Qualifications:**
 - High school diploma or GED certification required.
 - A minimum of two (2) years of experience in solid waste management or related field.

