

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

AREA SUPERVISOR

Position Definition and Characteristics:

Under the direction of the District Manager and Superintendent of Operations, the Area Supervisor is responsible for the general, day-to-day, field operations and the implementation of District programs within the respective District Area. The Area Supervisor, supervises, directs and assists field personnel in their daily operational work activities. Employee is a primary contact person with the public regarding mosquito and vector control issues. The position's responsibilities include surveillance, source reduction, chemical and biological control and public education.

Example of Duties:

- Plans and organizes the work of field inspections and control operations to meet the various seasonal needs and situations of the District Area.
- Assigns field personnel to zones and makes adjustments in assignments as necessary.
- Monitors, inspects and evaluates work performed by field personnel, takes appropriate action as necessary, advises subordinates on problem situations and implements improvement of techniques.
- Instructs field personnel in the scope of their responsibilities and duties and with regard to operating policies of the District as it applies to field operations, and provides training in methods of source inspection, control techniques and safety procedures.
- Is a primary contact person for the public, handles difficult public relations problems encountered by field personnel and works to obtain cooperation with property owners in a courteous and safe manner.
- Reviews records and reports of field personnel and prepares reports of work completed, along with material and equipment used and time spent.
- Is responsible for responding to service requests from the public in a prompt and efficient manner.
- Insures that assigned equipment is adequate for the job, well maintained and properly used.
- Maintains and inventories supplies and equipment for use in the control program and other related activities.
- Performs the work of a Senior Operator as circumstances require.
- Keeps informed on current developments in mosquito and vector control, maintains certifications and attends continuing education and training classes as required.
- Performs, occasionally, other tasks or functions not stated in this description, but within the scope of experience and capability.
- Performs related work as required.

CONSOLIDATED MOSQUITO ABATEMENT DISTRICT

MINIMUM EMPLOYMENT STANDARDS:

Education and Experience:

Six months experience as a vector control technician and Bachelor's Degree from an accredited four year college or university,

OR

Six years experience in vector control,

OR

Substantial related academic or field experience in a related field.

Applicants must possess the ability to obtain and maintain a Mosquito Control Technician Certificate, a Vertebrate Vector Control Certificate and a Terrestrial Invertebrate Vector Control Certificate from the State Department of Health Services and possess and maintain a valid California driver's license.

Knowledge, Skills and Abilities:

Knowledge of:

- Fundamentals and techniques of employee supervision;
- Organization and operation of a mosquito control district and the use and application of pesticides for mosquito control; and
- Fundamental mathematics.

Ability to:

- Speak clearly and effectively in English;
- Write legibly and effectively in English and keep accurate, detailed records;
- Read, understand, interpret, evaluate and apply laws, policies, rules, contracts, guidelines, and literature of the profession;
- Instruct and supervise others, both verbally and in writing, in an effective and professional manner;
- Compile numerical information;
- Work with a high degree of independence;
- Appear for work on time;
- Accept assignments from persons working at a higher level;
- Accept constructive criticism;

- Understand and effectively carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Work congenially and cooperatively with others;
- Communicate with the public in a tactful, courteous, and professional manner; and
- Operate a motor vehicle and other specialized types of transport associated with mosquito control in a safe and legal manner.

The Employee must possess the ability to collaborate effectively and share in District decision making; the willingness to contribute personal skills, talents and interests to further the organization; the ability to lead, listen, encourage, and motivate; and the ability to pursue valid information to better serve the District goals and objectives.

Essential Functions:

Employee must be sighted, with the ability to demonstrate close vision, distance vision, peripheral vision and depth perception and have a minimum of single-ear aided hearing. Employee must have complete and normal mobility of arms to reach and to carry objects, and dexterity of hands to grasp and manipulate small objects. Employee must be able to stand, stoop, reach and bend and to walk on uneven terrain, such as fields, dirt banks, natural and cement stream beds, and shallow ponds. Employee must be without physical limitations that would prevent climbing ladders and performing customary and usual activities associated with field operational mosquito surveillance and control activities. Employee must frequently lift and move up to 25 pounds, regularly lift and move up to 50 pounds, and occasionally lift and move up to 100 pounds. Heavier lifting of objects in excess of 100 pounds is an infrequent aspect of this position.

Working Conditions:

While performing the duties of this position, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee may occasionally be exposed to toxic, noxious or irritating plants and venomous or potentially dangerous animals. The noise level in the work environment is usually moderate. Employee may be called on for evening and weekend work, as assigned.