



## CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

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[www.ContraCostaMosquito.com](http://www.ContraCostaMosquito.com)

**Job Title:** Operations Manager

**Salary Range:** \$7764 - \$9570/month

**Department:** Operations

**FLSA Employment Status:** Exempt

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### ESSENTIAL FUNCTION

Under the direction of the General Manager, provides leadership to, plans, organizes, and directs operational programs. Supervises and coordinates the activities of the Operations Department, demonstrates a full understanding and ensures compliance with federal and state laws, county and city ordinances, District's policies and procedures, as well as represented employee's Memorandum of Understanding.

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### DISTINGUISHING CHARACTERISTICS

Must have the knowledge, experience, education, and demonstrated ability in supervision, communication, planning and organization.

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### PRIMARY DUTIES

Operations: Plans, organizes, and directs the District's control programs with the assistance of the Program Supervisors and makes recommendations to the General Manager on program direction, strategies, staffing, and equipment. Evaluates and monitors weather, vector activity, virus activity, and personnel workloads and assigns personnel as needed. Plans, organizes, directs, monitors, and evaluates vector control activities. Evaluates equipment, vehicles, and pesticides, makes operational purchases, and oversees the purchases of the Program Supervisors. Supervises and solves problematic situations arising from field related operations and complaints. Coordinates joint projects with other agencies and property owners. Manages and coordinates maintenance of pesticide dispersal equipment. Conducts studies and provides assistance in the development of operational methods and techniques.

Personnel: Familiar with the principles and methods of personnel supervision in regards to Federal, State, and local laws and regulations, Memorandum Of Understanding, as well as the District's Employee Handbook and Policies and Procedures. Hires and discharges temporary employees, assists in the hiring process of regular, full-time personnel. Directly supervises the Program Supervisor positions, gives verbal and written warnings, and makes recommendations concerning further disciplinary action. Plans and conducts training of field employees with regards to operational procedures, safety, equipment and vehicle usage, pesticide use and safety, equipment calibration, and best practices in integrated vector management. Schedules, assigns, and establishes work standards for field employees. Assists the Program Supervisors in evaluating field employee work performance. Investigates field related accidents and incidents and complete required reports. Conducts employee meetings and various other meetings as necessary. Performs other administrative and/or field related supervisory or higher level essential tasks as necessary to maintain operations.

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Enforcement: Works with other governmental agencies and the private sector to coordinate and facilitate the goals of the District. Notifies property owners and posts notices on properties, acquires inspection warrants, and writes administrative citations in specific communities. Documents poor water management and District treatments on properties and begins the District's abatement process. Attends any hearings involving District abatements. Coordinates enforcement with other governmental agencies.

Administrative and Reporting: Reviews pesticide usage for accuracy, makes corrections, and submits pesticide usage queries to the front office. Corrects data base errors, updates District records, and maintains operational records and files. Maintains training records for District employees, and updates training materials. Communicates verbally and/or in writing with residents, property owners, businesses, and government agencies. Provides verbal and/or written input on environmental issues, wetland restoration projects and wetland best management practices, storm water best management practices, and agriculture water management. Submits field related reports to the General Manager. Coordinates annual inspections with the County Agriculture Department. Updates and rewrites existing policies and procedures when necessary. Assists with the preparation and monitoring of the operations and pesticide budgets. Reviews pesticide orders and inventory. Compiles and provide written information for the District's Annual Report. Coordinates with aircraft contractors to provide surveillance and control of vectors for the District. Establishes contracts with property owners and government agencies for reimbursement of the District for services rendered. Attends personnel and operational classes, workshops, and seminars as needed to maintain or increase the level of expertise in all areas of the Operations Manager position.

Presentations: Gives presentations to the District Board on field operations as needed. Gives presentations and represents the District at various city, county, regional, and state meetings and conferences. Provides interviews and photo opportunities to the media, as required.

General: Has the ability to compose and proof-read correspondence, uses problem solving techniques, and has very good verbal and written skills, demonstrates effective decision making skills, demonstrates knowledge of computer software programs in Windows, including but not limited to Word Processing and Database programs. Works with and coordinates with other District departments to assist in fulfilling the District's mission. Oversees vector collections, efficacy studies, source reduction, wetland restoration, and public education efforts when it involves field employees. Performs other related, supervisory or higher level work as required to maintain operations in the absence of the General Manager.

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**Knowledge of the following is required to perform the essential function:**

District services, vector biology and habitat, vector control techniques, application of pesticides, safety precautions, best practices in integrated pest management, biological and chemical control;

Use of vector control equipment, 4x4 trucks, specialty vehicles, and boats;

Principles and methods of personnel supervision and training;

Federal, State, and local laws and regulations, code enforcement, private property rights, and environmental laws and regulations.

Wetland and storm water best management practices, creeks and watersheds, agriculture water management and agricultural practices;

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**Ability to do the following is required to perform the essential function:**

Work effectively and cooperatively with management, subordinates, other governmental agencies, businesses, and the public;

Evaluate situations accurately and adopt an effective course of action;

Communicate effectively both orally and in writing;

Troubleshoot and analyze data, identify alternative solutions, and implement recommendations in support of District's goals.

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**QUALIFYING TRAINING AND EXPERIENCE**

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination and drug screen. A person with the following combined training and experience would typically qualify to compete in a selection process:

**EDUCATION:** A Bachelor's degree from an accredited college or university, Master's degree preferred. A degree in entomology, biology, zoology or related field is preferred.

**EXPERIENCE:** Five years of progressively responsible experience in a supervising or management capacity. Experience within the vector control or related discipline is preferred.

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**REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS**

Must have a valid California driver's license and maintain a good driving record as required to be insured with the District's self insurance program using the accepted guidelines of the insurance provider.

Must obtain and maintain a valid California Department of Public Health Certification in Mosquito control categories A, B, C, and D within two years of employment.

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**Employment Conditions:**

Fair Labor Standards Act Overtime: Exempt, receive no overtime compensation

Appointment and Removal Authority: General Manager

An Employment Application must be submitted to be considered for this position.