



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle
Concord, CA 94520
(925) 685-9301
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www.contracostamosquito.com

Job Title: Program Supervisor

Salary Range: \$7394 - \$8829

Department: Operations

FLSA Employment Status: Exempt

ESSENTIAL FUNCTIONS

Under direction of the Operations Manager, supervises assigned employees and oversees related vector programs; performs quality control inspections; provides field and classroom instruction and training to field staff; assists field employees with problematic service request, vector inspections and control work; coordinates various projects with other agencies concerning implementation of code enforcement/administrative citation processes, field surveys, community education projects, and other related vector projects; and does other related supportive services as required.

DISTINGUISHING CHARACTERISTICS

The Program Supervisor has comprehensive supervisory and program responsibilities. This position assists and supports the Operations Manager in coordinating day-to-day operations in the field and at headquarters by supervising designated field employees and providing oversight of assigned program and geographical area.

PRIMARY DUTIES

Operations: Assists the Operations Manager with planning, implementation, organization, and monitoring of the District's Vector Control Programs. Observes field personnel conducting various assigned field tasks. Conducts quality control inspections of work performed by field personnel. Performs pre and post inspections to evaluate field inspections and treatments of sources and assess the quality of work. Collects data and writes reports. Conducts staff performance appraisals. Recommends discipline in appropriate circumstances. Reports findings of pertinent field operations to Operations Manager. Ensures compliance of District policies by field personnel, including, but not limited to, safety and operational procedures. Determines, distributes and coordinates field staff workloads and assignments. Coordinates community education programs. Coordinates field elements of laboratory projects. Contacts other governmental agencies to facilitate inspections and applications. Participates in Safety, Equipment, and other Ad hoc Committees.

Employee Training: Instructs field personnel in the scope of their responsibilities, duties, and operating procedures of the District as it applies to field operations; provides training in methods of source reduction, control techniques, and safety procedures.

Pesticide and Equipment: Advises the Operations Manager of equipment, pesticides, and supplies needed in the field. Purchases required items from vendors while maintaining budget parameters. Evaluates equipment, procedures, and pesticide use, efficacy, and resistance.

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PRIMARY DUTIES (cont.)

Operates cars, trucks, ATVs, boats, hand and power spray equipment and oversees the maintenance and repair of equipment. May be assigned to assist in maintenance and repair of buildings and grounds and/or assigns personnel to perform these tasks. Perform fabrication of tools and other equipment using approved shop equipment with or without the assistance of the District Mechanic.

Administrative: Assigns, monitors and evaluates work performed by Vector Control personnel. Distributes and monitors service requests and assigns various tasks to field personnel. Monitors and evaluates field staff's daily work records, service requests, files, source lists, and field inspection reports and assists field staff in maintaining accurate record keeping. Conducts computer field data queries, generates graphs and reports. Drafts and/or reviews: letters, reports, summaries, directories, presentations, forms, operational manuals, pamphlets and doortags. Organizes and maintains operational files. Assists District Administrative and Public Relations departments with service requests, advice to the public, and other related field operations.

Knowledge of the following is required to perform the essential functions:

A thorough knowledge of District services, vector biology and habitat, vector control techniques, application of pesticides, and safety precautions. Should have a thorough knowledge and experience in the operation of vector equipment and specialized vehicles, such as ATVs, 4x4 trucks, and boats. Be familiar with and able to apply the principles and methods of personnel supervision in regards to federal, state, and local laws and regulations as well as District rules, regulations, contract obligations and policies. Be familiar with laws and regulations governing code enforcement and due process. Have knowledge and experience regarding safety procedures and regulations regarding the operations of private companies, such as chemical plants, oil refineries, warehouses, and manufacturing facilities.

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

Perform physical labor, such as lifting to place and/or remove animal traps, bending/kneeling in order to bait tamper proof bait boxes, bending/lifting/carrying in order to place/remove equipment and/or traps; bending/kneeling in order to remove sewer and storm drain covers, hiking in various terrain to distribute live cage traps; bending/squatting in order to brush creeks and cut ditches for source reductions, and hiking through marshes and wading in creeks and ponds.

Make use of available resources and use sound judgement in decision making. Solve problems quickly and effectively. Be able to mediate, craft compromises and diffuse situations involving complaints. Follow directions. Promptly record details of incidents to ensure proper documentation. Perform mathematical calculations to solve calibration problems. Make concise, organized and relevant written and verbal presentations to the public and to District Staff and Board members.

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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 skills and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination will be required. A person with the following combined training and experience would typically qualify to compete in a selection process:

EDUCATION: Graduation from high school or equivalent and two (2) years of accredited college course work in a pertinent discipline.

EXPERIENCE: Five (5) years experience in the Vector Control field.

REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS

Must have a valid California State Class C driver's license, with a good driving record and be insurable with the VCJPA, using the accepted guidelines of the insurance provider. Must obtain California Department of Health Services Vector Control Technician certificate (Categories A, B, C and D) within two years of employment.

Specifications Approved by: Board of Trustees on July 14, 2008

Employment Conditions:

Fair Labor Standards Act Overtime: Exempt, receives no overtime compensation
Appointment and Removal Authority: General Manager