



**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: <u>Supervisor, Vector Control</u>	PAY GRADE: <u>14</u>
DEPARTMENT: <u>Facilities & Parks</u>	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
REPORTS TO: <u>Manager, Facilities & Parks</u>	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: <u>N/A</u>	SUPERVISOR: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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APPROVED: <u></u>	<u>12/6/10</u>
<i>Department Head</i>	<i>Date</i>
<u></u>	<u>12/6/10</u>
<i>Human Resources Director</i>	<i>Date</i>

I. PURPOSE SUMMARY. Responsible to supervise and monitor staff in enforcing federal, state, and local environmental vector control laws, regulations and ordinances, investigating complaints of mosquitoes, and safely spraying chemicals to control and prevent the growth of mosquitoes and pest control.

II. ESSENTIAL DUTIES.

- A. Supervise assigned staff: Schedules, assign, instruct in, guide and check work; appraise employee performance and review evaluations by subordinates; provide for training and development; enforce personnel rules, state, federal and local regulations and work behavior standards; counsel, motivate and maintain harmony; interview applicants; recommend hiring, transfer and discipline.
- B. Investigates complaints concerning insects and rodent infestation; advises responsible parties on principles of vector control, testing and trapping of all pesticides. Coordinate with other entities regarding vector control effectiveness and areas in need of attention.
- C. Inspects parks, residential and commercial properties; collects environmental specimens and samples for analysis to conduct field test for determination of larval, adult insect and rodent activities.
- D. Conducts preventative maintenance and ensures county vehicle and chemical spraying equipment are maintained.
- E. Maintain an inventory of records of equipment, field inspections, pesticide usage and field surveys; reviews written records and logs of spraying and usage of vehicles.
- F. Posts and distributes public notices or other environmental health information and warnings.
- G. Attends and conducts staff meetings and other required committee, public meetings or training.
- H. Develops preliminary budget; provides input on final budget; monitors revenues and expenditures; responsible for requisitions for items needed for daily operations and monitors certifications.
- I. Operates a variety of light equipment in remote areas of the county.

III. ADDITIONAL DUTIES. Subject to; call back, working flexible hours on a seasonal basis, weekends and holidays.

IV. QUALIFICATIONS.

A. Education. High School Diploma or equivalent

B. Experience. Two (2) years of full-time experience working with pesticides, plus one (1) year as a supervisor or lead.

C. Education/Experience substitution. In accordance with County policy, one year of education/experience may be substituted one for the other on a year-for-year basis.

D. Licenses/Certifications. Must have and maintain a valid driver's license and receive a New Mexico Department of Agriculture Public Pest Operator's License within the first year of hire.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Will be required to pass a background check and have a good driving record.

V. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge: Doña Ana County and surrounding areas; laws, regulations, and ordinances relating to vector control and pesticides; various chemicals used for the control of mosquitoes; use in personal computer, spreadsheets and database software, sampling and monitoring instruments; occupational safety and health regulations, working practices and procedures; safe operation and care of equipment; maintain files, record sampling data and prepare reports; clear, concise, oral and written communications.

Skills: Planning, organizing, and directing staff in safely operating vehicles and equipment of areas that are highly populated with mosquitoes and various insects; working operational systems, procedures, standards and practices, collect, analyze, and interpret vector surveillance data.

Ability: Perform a broad range of supervisory responsibilities over others; communicate and interact with the public in face-to-face, one-on-one settings, a group setting, or using a telephone in order to assure compliance with regulations; observe or monitor objects, people's behavior, and data to determine compliance with prescribed operating or safety standards.

2. FREEDOM TO ACT.

The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Methods used in arriving at end results are not usually reviewed in detail.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

The work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; or recurring lifting of moderately heavy items.

5. WORK ENVIRONMENT.

The work involves moderate risks or discomforts that require special safety precautions. Employee may be required to use protective clothing or gear. Employee may be exposed to precarious situations, fumes and airborne particles, potentially toxic and/or caustic chemicals, vicious animals and/or insects and desert reptiles and extreme temperatures.

6. SUPERVISORY RESPONSIBILITY.

For at least 50% of the time, directs routine and procedural work; and/or work that provide basic services or products. The work results impact the quantity, timeliness, form, and procedures of the work of others in the immediate organizational unit; and/or the provision of limited service to others.

IV. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

Employee

Date