
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Job Description - Regional Supervisor II
POLICY NUMBER: 6020

6020.1 Nature of Work

6020.1.1 Under the general direction of the District Manager and direct supervision of the Assistant Manager assists in the general field operations of the Butte County Mosquito and Vector Control District. Work involves full-scale leadership over personnel and equipment in an assigned area or the District's service area. Some technical responsibility is required for calculating and applying pesticides, calibration of spray equipment, mosquito and vector surveillance and control, source reduction, and water management techniques. Employee exercises independent judgment in making decisions within the scope of various duties. Supervision is received through inspections of work, reports, and performance in an assigned area or the District's service area.

6020.1.2 The Regional Supervisor II is the District's Safety Officer and Hazardous Waste Coordinator.

6020.1.3 The position of Regional Supervisor II is considered a "confidential employee." A confidential employee is defined as any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions (Government Code § 3540.1(c)).

6020.2 Illustrative Tasks

6020.2.1 Supervises, plans, assigns, surveys, and evaluates the work in field operations of mosquito and vector control.

6020.2.2 Supervises and assists in organizing the work of field inspections and control operations to meet the various needs and situations; assigns appropriate personnel to sections or areas and makes adjustments in assignments as necessary.

6020.2.3 Supervises the application of pesticides and ensures such applications and pesticides are applied in accordance with established laws, regulations, methods and techniques.

6020.2.4 Assigns and supervises crews to eliminate or modify mosquito development sites and works with supervised personnel as needed.

6020.2.5 Assigns and supervises crews to work on revised operational maps as required; provides input to appropriate personnel regarding the update of operational maps.

6020.2.6 Instructs and supervises employee handlers in the mixing of pesticides; provides input in developing field procedures and provides assistance and consultation in field problems.

6020.2.7 Supervises and assists in maintaining a system of operating records and oversees the maintenance of such records.

6020.2.8 Assists with investigation work, water management, and construction projects as needed.

6020.2.9 Contacts property owners and makes recommendations in prevention, reduction, or elimination of mosquito development and harborage sites. Promotes Best Management Practices to reduce mosquitoes and mosquito-breeding sites.

6020.2.10 Performs, handles, or assists as needed the more difficult public relations problems encountered by the District's field staff.

6020.2.11 Makes a daily report of work performed and other information as required.

6020.2.12 Works with the District's field staff as needed in regular assignments and to cover absences.

6020.2.13 Performs, supervises, and assists in the task training of new personnel in field operations.

6020.2.14 Ability to take direction, and communicate well with coworkers, management, and the public.

6020.2.15 Make and maintain contacts with other agencies.

6020.2.16 Respond to questions and complaints regarding the District's program.

6020.2.17 Performs related work as required and other assigned tasks.

6020.2.18 Supervises and oversees the District's Certified Unified Program Agencies (CUPA) programs and maintains all associated/related programs (e.g. Underground Storage Tank Program, Aboveground Storage Tank Program, Hazardous Material Business Plan, Hazardous Waste Generator Program, Hazardous Materials Release Response Plan, and the Spill Prevention, Control, and Countermeasure Plan).

6020.2.19 Oversees, supervises, and facilitates hazardous waste removal and/or transportation projects.

6020.2.20 Attends trainings as deemed reasonable and/or needed to fulfill the nature of work for this position (e.g. OSHA seminars, limiting risk management courses, hazardous waste generator courses, etc.).

6020.3 Secondary Illustrative Tasks

6020.3.1 Due to work volume, financial and staffing constraints, and other unknown and/or unanticipated conditions, at times, this position may be assigned other tasks, including field surveillance and control operations; clerical and/or office operations; mechanical and maintenance operations; public education and outreach operations; and other operations as needed, requested, and/or required.

6020.4 Knowledge, Abilities, and Skills

- 6020.4.1** Knowledge of the duties and responsibilities of the Butte County Mosquito and Vector Control District.
- 6020.4.2** Working knowledge of the pesticides, methods, and techniques used in vector control activities.
- 6020.4.3** Working knowledge of mosquitoes and other vectors, life habits, and characteristics.
- 6020.4.4** Working knowledge of effective supervisory techniques and how to apply them.
- 6020.4.5** Working knowledge of hazard and safety precautions of the work.
- 6020.4.6** Knowledge of automotive equipment and pesticide application equipment used by the District and of the techniques and methods used in effecting minor repairs.
- 6020.4.7** Ability to identify using identification keys for the various species of mosquitoes and other vectors found in the District's service area.
- 6020.4.8** Ability to conduct comprehensive surveys for mosquitoes and other vectors.
- 6020.4.9** Ability to establish and maintain effective working relationships with other employees, management, other agencies, businesses, and the public.
- 6020.4.10** Ability to keep records and make reports.
- 6020.4.11** Ability to understand, follow, and transmit oral and written instructions.
- 6020.4.12** Physical strength and ability to work out-of-doors and occasionally under adverse weather and public health situations
- 6020.4.13** Possess public speaking skills in order to be able to give presentations on the District's control program(s).
- 6020.4.14** Ability to plan and conduct the District's monthly staff/safety briefings, train new employees in the safe use of pesticides, equipment, calibration, and vehicle use and provide training on the District's control program during Regional Continuing Education training programs.
- 6020.4.15** Must be able to hear, read, speak and understand English and be able to communicate effectively both orally and by writing letters and reports regarding the District's control program(s).
- 6020.4.16** Must be able to plan, prioritize and supervise day-to-day and nighttime control activities, including back checking of areas to ensure that mosquito control tasks have been accomplished and daily review of field work records.
- 6020.4.17** Ability to effectively evaluate the performance of field staff, including annual performance evaluations.
- 6020.4.18** Be computer literate and able to use District software to review and assess work records of surveillance and pesticide applications.
- 6020.4.19** Knowledge of chemical application calibration techniques.

6020.4.20 Knowledge of pesticide safety and handling.

6020.4.21 Knowledge of federal, state, and local laws and regulations pertaining to driving, vector control, and disposal/storage of hazardous material.

6020.5 Working Conditions

6020.5.1 A Regional Supervisor II may be exposed to pesticides, communicable diseases, and other health hazards, inclement weather conditions, and verbal confrontations from the public. A Regional Supervisor II must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

6020.6 General Requirements

6020.6.1 A Regional Supervisor II is required to have a minimum of four years education and a Bachelor's degree or equivalent with course emphasis in entomology or agronomy, biology or a similar curriculum with emphasis on control of invertebrate pests, and four years of experience in pest control, including three years of experience in safe mixing and handling of pesticides. One additional year of qualifying education may substitute for the required experience in handling pesticides. An Associates of Arts degree and four additional years of experience in pest control, including three years of experience in safe mixing and handling of pesticides may be substituted for the Bachelor's degree required for this position.

6020.6.2 Possess or qualify for and immediately obtain and retain during the course of employment a valid California Driver's license and have and maintain a safe driving record as required by the District's insurance carrier.

6020.6.3 Possession of valid certificates from the California Department of Public Health's certified technician in Mosquito and Vector Control categories A, B, C, and D, or must obtain within 12 months of employment and must be maintained throughout employment for this position.

6020.6.4 Have the ability to meet any requested experience and/or education necessary to obtain any required licenses or certifications and retain such licenses or certification during the course of employment.

6060.6.5 Be able to provide clear verbal communication and be able to hear, read, understand and speak English.

6060.6.6 Be able to read and comprehend written instructions, including detailed technical instructions for repair, calibration, and operation of mechanical and electrical equipment, all spray equipment and safe handling instructions on pesticide labels.

6060.6.7 Be able to work safely with power and hand tools and is required, at all times, to wear any protective clothing and gear necessary for safe handling of those tools.

6060.6.8 Be willing to learn new and different skills and abilities as required by the District. A Regional Supervisor II may be assigned other tasks, as required by changing District programs and needs, and must be willing to take on new challenges as necessary.

6060.6.9 Not obtain outside employment, if in the District Manager's judgment it will conflict with the District program, or reduce the Regional Supervisor II's ability to satisfactorily perform required duties.

6020.7 Physical Requirements

6020.7.1 Employees are responsible for maintaining their physical condition in a state that will allow them to be able to perform the duties of their position and to be in a physical condition that does not increase the danger or likelihood of injury on the job.

6020.7.2 Body Movements: Must have full mobility and use of both arms. Must have the ability for full extension above the head to lift or remove equipment during normal daily activity. Must have full range of motion to climb and hike into surveillance and treatment areas that may include use of hands, legs and feet. Must have full mobility to assist in surveillance and control programs which involves climbing up and down steep brushy, muddy terrain to survey, abate vectors, to place traps and use other equipment in mosquito, yellow jacket, and tick habitat. Must have the ability and range of flexibility to reach over the head, reach below the knees and to bend over, stoop, or squat down. Must be able to move quickly in fieldwork areas known to be inhabited with venomous snakes, or other potentially dangerous vectors and animals. Must be able to swim and/or tread water.

6020.7.3 Constant: Activity or condition existing 2/3 or more of the time. Must be able to conduct field operations, to carry equipment weighing up to 50 pounds. Be able to inspect and treat vector breeding sources and test control measures by climbing or hiking into areas to locate and spray breeding areas. Have mobility of arms to reach and legs to walk and dexterity of hands and fingers to grasp and manipulate small objects. Must be able to work in weather ranging from below freezing to above 100° Fahrenheit while wearing the appropriate personal protection equipment for eye protection, hearing protection and respirator if required.

6020.7.4 Frequently: Activity or condition existing from 1/3 to 2/3 of the time. Lifts, carries and uses equipment and supplies weighing up to 50 pounds. Standing and sitting for extended periods while running laboratory tests, record review, and performing office duties. The position requires the frequent operation of a computer keyboard ranging in length from short to extended periods of time. Be able to operate a motor vehicle with a standard and automatic transmission.

6020.7.5 Occasionally: Activity or condition existing up to 1/3 of the time. Requires being able to climb over or through fences, climb ladders, squat, bend over and lift equipment up to 25 pounds above the head. Be able to climb and hike areas to survey and treat vector habitat or test control materials in rice fields, pastures, wetlands, flood control channels, urban environments and similar areas with rough terrain. Must be able to ride a bicycle.

6020.7.6 Vision: The position requires adequate vision (which may be corrected) to read, write, drive during the day and at night and safely perform the essential functions of the job under the conditions listed above.

6020.8 Post Offer Requirements

6020.8.1 Qualifying person must pass a post-offer physical examination for his or her ability to perform the essential functions of the job and a drug screen at District expense.

6020.9 Other Information

6020.9.1 Anyone employed as Regional Supervisor II at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

6020.9.2 The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.