

# **COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

43-420 Trader Place, Indio, CA 92201 • (760) 342-8287 • FAX (760) 342-8110

## **LEAD FIELD SUPERVISOR**

### **SUMMARY**

Under direction, this at-will, exempt position provides supervision over vector control programs and facilities, vehicles and equipment maintenance. The Lead Field Supervisor plans and coordinates, prioritizes, assigns, and reviews work of operations and shop/facilities, department supervisors, and performs related duties as assigned. Excellent communication, leadership skills and sound judgment are required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Vector Control Program**

- Coordinates assignments and provides overall direction to supervisory staff in Operations Department
- Oversees, schedules and reports all work performed within Operation Department
- Creates weekly crystal reports regarding completed work and maintains all data input in Mobile Application free of errors and prepares weekly reports to immediate supervisor
- Reviews activities to ensure that work and services are performed in accordance with all applicable standards, regulatory requirements, and on schedule
- Assists Scientific Operations Manager in planning for, and evaluating the effectiveness of the vector control programs
- Oversees, maintains and prepares reports of daily chemical usage and standards performed, including chemical inventory
- Coordinates work with other agencies to promote and support the Integrated Vector Control Program
- Works and consults with professional staff to evaluate effectiveness of operations and control methods
- Participates in vector control programs
- Handles difficult or problem situations arising from field related operations and complaints from staff and the general public
- Oversees the storage and use of pesticides according to all applicable federal, state and local requirements

#### **Building/Grounds and Fleet Maintenance**

- Coordinates assignments and provides overall direction to supervisory staff in Buildings/Grounds and Fleet Maintenance Department
- Ensures all District facilities are maintained and operated in compliance with all applicable codes
- Coordinates the maintenance and repair of vector control equipment and department vehicles
- Prepares equipment specifications and recommendations
- Reviews activities to ensure that all work and services are performed in accordance with all applicable standards, regulatory requirements, and on schedule

#### **General**

- Develops manuals and establishes work standards for staff in their respective programs
- Acts as Safety Officer for all programs
- Generates departmental reports and presentations providing updated information
- Participates in preparation of annual District budget and monitors expenditures
- Performs, participates in and recommends employee hiring, counseling, disciplinary and other activities concerning District employees as needed or required by the District Policy or other applicable regulations
- Creates and maintains a high performance environment characterized by positive leadership and a strong team orientation
- Communicates regularly with staff on progress toward defined goals and/or required results, providing specific feedback and initiating corrective action when defined goals and/or required results are met
- Performs other related work as required.

## **MINIMUM QUALIFICATIONS**

To be successful in this position, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this position.

**Education and Experience:** Graduation from a recognized college or university with a baccalaureate degree in a related field and five years of full-time paid related experience that includes three or more years in a supervisory capacity. Related full-time paid experience may be substituted for the required education on a year-for-year basis up to three years.

**Knowledge of:** General biology and ecology of vectors; principles and practices of vector control operations including mosquito, vertebrate, invertebrate and disease surveillance; pertinent regulatory guidelines; extensive knowledge of pesticides, their application, effects, and the hazards to animal and plant life; general knowledge of research techniques and investigative methods; methods, material, tools and equipment used in facilities and equipment maintenance; appropriate safety precautions and procedures; and basic computer programs, word processing, GIS, and fleet management systems for computers.

**Ability to:** Plan, organize, instruct and supervise activities of vector control and fleet/facilities; interpret and apply District policies and procedures; prepare detailed and accurate records; conduct general surveys and specific studies, including the development and use of reporting and record keeping systems; speak and write English effectively and proficiently; supervise and instruct supervisory personnel; complete work on time and be punctual; effectively evaluate the performance of assigned staff; use District software to review and assess work records of surveillance and pesticide applications; exercise independent judgment and demonstrate initiative; and establish and maintain cooperative and professional working relationships with others.

**Other:** Possession of a valid California Drivers license and driving record acceptable to the District insurance carrier; possession of, or ability to obtain within one (1) year of employment, appropriate certificate of compliance issued by the State of California, Department of Health Services in the areas of mosquito control, vertebrate control and terrestrial invertebrate control; and successful completion of pre-employment physical examination, drug screening, and background check.

## **PHYSICAL DEMANDS**

- Ability to periodically lift items of various weights up to 50 pounds
- Ability to demonstrate measurable visual depth perception and color vision and have a minimum of single ear aided hearing
- Ability to demonstrate physical stamina to frequently\* operate a motor vehicle and show coordination of eye/hand/foot; use fine manipulation by hand
- Ability to regularly\* stand for extended periods of time and sit for extended periods of time
- Ability to wear protective equipment such as hip waders, bee suits and rubber boots, as needed
- Ability to work alone at times and/or without direct supervision
- Ability to tolerate insect bites and bee stings
- May be required to be vaccinated for various diseases to which employee may be exposed in the course of work
- Ability to occasionally\* walk on even surfaces
- Ability to periodically\* traverse uneven ground such as fields, dirt banks, stream beds, and shallow ponds perform repetitive motion associated with computer usage, may need to bend, twist, crawl, balance, lift, push, perform simple grasping, power grip, squat/crouch, kneel, reach, climb, pull, and smell

- \* Periodically – Activity or condition exists up to 25 percent of the time
- Occasionally – Activity or condition exists from 25 to 50 percent of the time
- Regularly – Activity or condition exists from 50 to 75 percent of the time
- Frequently – Activity or condition exists 75 percent or more of the time

### **ENVIRONMENTAL CONDITIONS**

- ◆ Approximately half of the work is performed in extremely high temperatures. Extreme dryness is present most of the time although some weather conditions or locations include humid conditions. The employee will be exposed to hazards which include insect bites, chemicals, fumes, dust, hazardous control materials, venomous insects, vectors and vector-borne diseases, rough terrain, inclement weather conditions, vicious animals, poisonous plants and animals.

Compensation Range: Approximately \$6,274 to \$7,626 per month plus generous benefit package including CalPERS (currently the 7% employee contribution is paid by District), health insurance, life insurance, disability insurance, and deferred compensation, two weeks vacation, floating holiday, plus 12½ paid holidays annually.

Interested parties who meet the qualifications must complete and submit a District application. Resumes alone will not be accepted, but may be included with the application. To obtain an application, please contact the Coachella Valley Mosquito and Vector Control District office at (760) 342-8287.

Closing Date: Open until filled.