

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

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

Job Title: Operations Supervisor
Department: Operations
FLSA Employment Status: Exempt
Salary Range: $9,536.67 - $12,780.05

ESSENTIAL FUNCTIONS

Under direction of the Operations Manager, provides direct supervision and instruction to Vector Control Technicians and Vector Control Inspectors and oversees vector programs; performs quality control inspections; provides field and classroom instruction and training to vector control employees; assists vector control employees with problematic service requests, vector inspections and control work; coordinates various projects with other agencies concerning implementation of code enforcement/administrative citation processes, field surveys, and other related vector projects; and does other related supportive services as required.

DISTINGUISHING CHARACTERISTICS

The Operations 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 the District office by supervising designated vector control employees and providing oversight of assigned geographical area. The Operations Supervisor must 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, make concise, organized and relevant written and verbal presentations to the public and to District staff and Board members.

PRIMARY DUTIES

Operations: Assists the Operations Manager with planning, implementation, organization, and monitoring of the District's Vector Control Programs. Observes vector control employees conducting various assigned field tasks. Conducts quality control inspections of work performed by vector control employees. 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 vector control employees' performance appraisals. Recommends discipline in appropriate circumstances. Reports findings of pertinent field operations to Operations Manager. Ensures compliance of District policies by vector control employees, including, but not limited to, safety and operational procedures. Determines, distributes and coordinates vector control

employee workloads and assignments. Supports community education programs. Coordinates field elements of laboratory projects. Assists District staff in working with other agencies and the private sector to coordinate and facilitate the goals of the District. Assists with issuance and posting of notices on properties, obtaining and executing inspection warrants, and provides data and support in determinations regarding the District's abatement process. Attends any hearings involving District abatements, if necessary. Assists with the coordination of enforcement with other governmental agencies. Participates in committees as needed or directed, including but not limited to Safety, Equipment, and Drone Committees.

Employee Training: Assists the Operations Manager with planning and conducts training of vector control employees with regard to operational procedures, safety, equipment and vehicle usage, pesticide use and safety, equipment calibration, and best practices in integrated vector management. Trains employees on policies and procedures and on the proper use and care of shop and application equipment. Maintains training records for District employees, and updates training materials as needed.

Pesticide and Equipment: Advises the Operations Manager of equipment, pesticides, and supplies needed in the field. Researches, tests and purchases required items from vendors while maintaining budget parameters. Evaluates equipment, procedures, and pesticide use, efficacy, and resistance. Operates cars, trucks, ATVs, boats, forklifts, drones, hand and power spray equipment, and oversees the calibration, maintenance and repair of equipment. May be assigned to assist in maintenance and repair of buildings and grounds and/or assigns employees to perform these tasks. Performs fabrication of tools and other equipment using approved shop equipment as needed.

Administrative: Assigns, monitors and evaluates work performed by vector control employees. Distributes and monitors service requests and assigns various tasks to vector control employees. Monitors and evaluates vector control employees' daily work records, service requests, files, source lists, and field inspection reports, and assists vector control employees in maintaining accurate record keeping. Conducts computer field data queries, generates graphs and reports. Reviews pesticide usage for accuracy, makes corrections, and submits pesticide usage reports. Identifies and corrects database errors, updates District records, and maintains facilities and operational records and files. Drafts and/or reviews: letters, reports, summaries, directories, presentations, forms, operational manuals, pamphlets and other District materials and publications in general. Supports the establishment of contracts with property owners and government agencies for reimbursement to the District for services rendered while maintaining customer profiles and ensuring billing accuracy. Organizes and maintains operational files. Assists other departments with service requests, advice to the public, and other related vector control operations.

General: Assists with special projects upon request of Operations Manager or General Manager. May occasionally be required to work evening or weekend hours.

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, personal protective equipment, and safety. Must have a thorough knowledge and experience in the operation of vector control equipment and specialized vehicles,

such as ATVs, 4x4 trucks, forklifts, drones 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

- Ability to perform physical labor in widely varying environmental conditions, such as, extreme heat (over 100 degrees), extreme cold (under 32 degrees) and precipitation.
- Ability to routinely lift 50-65 lbs. while bending/kneeling.
- Ability to traverse various terrain (such as marshes, steep hills, and creek beds).
- Ability to drive up to 50% of the workday.
- Ability to read labels and use a microscope.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to collaborate effectively with others.

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 strongly preferred.

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

REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS

- Must have a valid California driver's license, with a good driving record and be insurable with the District's Insurance Carrier, using the accepted guidelines of the insurance provider.

- Must obtain and maintain Vector Control Technician certifications issued by California Department of Public Health in Categories A, B, C and D within two years of employment.

- Must obtain and maintain a Part 107 Remote Pilot Certificate from the FAA within one year of employment.

- Must obtain and maintain a California Department of Pesticide Regulation Unmanned Pest Control Aircraft Pilot Certificate within two years of employment.

Employment Conditions:
Fair Labor Standards Act Overtime: Exempt, does not receive overtime compensation

Appointment and Removal Authority: General Manager

Conditions of employment for all CCMVCD positions include successfully passing a Department of Justice LiveScan fingerprint check and completion of the Federal Employment Eligibility Verification Form I-9, as well as a pre-employment physical.

Per Chapter 8, Division 4 of Title 1 of the California State Government Code, public employees are declared to be "Disaster Service Workers." As such, District employees may be called upon to support the activities of the District during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the examination process are instructed to contact the Human Resources and Administration Manager at (925)771-6103.

A complete Employment Application must be submitted to be considered for this position.

Board Approved: February 10, 2025