



*Mission Statement:*

*To suppress mosquito populations within the District boundaries, to provide public education, and to develop subsequent mosquito control strategies.*

## **Field Supervisor**

### **Position Description October 2018**

---

#### **POSITION SUMMARY (GENERAL RESPONSIBILITIES):**

Under the direction of the District Manager, the Field Supervisor plans, organizes and supervises employees engaged in field inspection and control activities and performs related work as needed. Performs investigations and inspections as required to determine the need for and effectiveness of control operations. Collecting, analyzing and reporting of pertinent data, working with property owners, the general public, and other employees of the District is required.

**EMPLOYMENT STATUS:** Full Time, Regular, Non-exempt

#### **ESSENTIAL FUNCTIONALS (Employee must be able to fulfill the following essential functions with or without reasonable accommodation):**

- 1) Participates in the hiring, training and scheduling of all seasonal employees.
- 2) Instructs and supervises seasonal employees in inspection and field control operations.
- 3) Plans and organizes field inspections and control operations in conformance with program objectives and the District's Safety Manual.
- 4) Coordinates field operations with support services such as equipment maintenance and repair.
- 5) Reviews and evaluates the work of seasonal employees in conjunction with the District Manager.
- 6) Handles constituent concerns resulting from field operations, calls on property owners and other concerned individuals for the purpose of explaining the District's program and soliciting the cooperation of property owners in vector control.
- 7) Inspects and/or applies chemical to areas as required.
- 8) Develops operating procedures and instruction materials for the District (as directed).
- 9) Compiles, analyzes, and keeps operating records and prepares reports for Board of Directors (as directed).
- 10) Is responsible for the general upkeep of the GPS/GIS mapping program and producing operational accountability reports (as directed).
- 11) Keep the District facility in good repair, clean, and in operational condition (as directed).
- 12) Manage the maintenance and repairs of the District fleet and equipment (as directed).

#### **ADDITIONAL FUNCTIONS:**

- 1) Performs other related duties as assigned by the District Manager.

#### **EDUCATION AND EXPERIENCE:**

- 1) Bachelor's degree in a biological science or environmental science or equivalent experience is desirable.
- 2) A minimum of two years of supervisory experience is desirable.
- 3) A minimum of three years of experience in mosquito abatement or related field of vector control is desirable.
- 4) Knowledge of state and federal regulations and requirements dealing with wetland areas and areas containing endangered species is desirable.
- 5) Knowledge in developing and implementing safety programs is desirable.

**SPECIALIZED QUALIFICATIONS AND SKILLS:**

- 1) Knowledge of the safety requirements pertaining to the application of pesticides and the use of application equipment.
- 2) Possess knowledge and experience with standard office software packages.
- 3) Must instruct others in safe working practices and hold them accountable for working safely.
- 4) Demonstrated supervisory skills preferred.
- 5) Must perform general maintenance on or repairs to small engines.
- 6) Must work effectively and cooperatively with superiors, subordinates, other employees and with the general public to evaluate situations and adopt an effective course of action.
- 7) Excellent oral and written communication skills.
- 8) Must possess and maintain a valid driver's license.
- 9) Must obtain Colorado Supervisors Applicators License within 1 year from start date.

**PHYSICAL REQUIREMENTS:**

- 1) Must lift and carry 65 pounds on a regular basis.
- 2) The ability to perceive and comprehend by the sense of sight.
- 3) Must have the ability to communicate with others, including hearing, speaking and listening.
- 4) To push/pull, such as 40-50 lb. bags of material in and out of the back of a pickup truck.
- 5) Lifting and carrying of field application equipment (backpack sprayer, 40-50 lb bags of material, filled five-gallon jugs etc.).
- 6) Walk long distances (5-7 miles daily) over rough terrain during high temperature summer days.
- 7) Driving District vehicles both on and off road.
- 8) Participation in District's random drug and alcohol testing program.
- 9) Participate in annual physical examination.

**WORKING CONDITIONS:**

- 1) Typically work a regular 40-hour work week, but may be required to work occasional evenings and weekends to meet the needs of the District.
- 2) Subject to mandatory overtime hours.
- 3) Primarily works alone and occasionally with others.
- 4) Exposure to high volumes of noise while operating application equipment in the field.
- 5) Exposure to extreme field conditions, including heat, water/swamps, and insect populations.
- 6) Exposure to hazardous materials/substances.
- 7) Works with mechanical equipment on a regular basis.
- 8) Prone to repetitive activities.

**ACCOUNTABILITY:**

The Field Supervisor reports to and is accountable to the District Manager.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel so classified.

**THIS IS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF MY POSITION:**

**EMPLOYEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**APPROVALS FOR THE POSITION:**

**GENERAL MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_