



Urban Area Coordinator

Position Description July 2023

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

POSITION SUMMARY (GENERAL RESPONSIBILITIES):

Under the direction of the Assistant District Manager, this position provides direction and assists Field Technicians in the execution of all inspections, pesticide applications, and related work as required. Operates and/or directs the maintenance and operations of District issued equipment. The position will perform inspections and applications within a specific geographic territory, generally in the urban areas, as defined by the organizational plan. Maintains electronic data logs utilizing GPS and GIS technology. Assist the Biologist, as needed, in implementing the District's surveillance program including setting monitoring devices throughout the District on specified nights. Also works with property owners and the general public to resolve concerns regarding mosquito control activities.

Will develop and implement programs and activities related to the District's public education and outreach campaign.

BEGINNING PAY RANGE: \$28 - \$31 per hour depending on qualifications.

EMPLOYMENT STATUS: Regular, Non-exempt with District provided benefits including Life and Health Insurance, Retirement Program, Paid Personal Leave, 10 Paid Holidays, Short-Long Term Disability, and Educational Assistance. Full-Time, 40 hours per week minimum during mosquito season, generally April 1 to September 31. During the winter months, generally October to February, the position provides flexibility to work a minimum of 32 hours per week. Compensation Factors include Seniority, Merit, Education, Training, and Experience.

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 seasonal employees.
- 2) Instructs and supervises seasonal employees in inspection and mosquito control operations in conformance with program objectives and the District's Safety Manual.
- 3) Coordinates field operations, equipment usage, and maintenance with Assistant District Manager and Field Supervisor.
- 4) Reviews and evaluates the work of seasonal employees in conjunction with the Assistant District Manager and Field Supervisor.
- 5) Addresses/resolves constituent concerns resulting from control operations, communicates with property owners and other concerned individuals for the purpose of explaining the District's program and soliciting the cooperation of property owners in mosquito control.
- 6) Inspects and/or applies chemical to areas as required.
- 7) Develops operating procedures and instruction materials for the District (as directed).
- 8) Compiles, analyzes, and keeps operating records and prepares reports for Board of Directors (as directed).
- 9) Develop and implement the District's public education and outreach programs.



ADDITIONAL FUNCTIONS:

- 1) Performs other related duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- 1) Bachelor's Degree or combination of education and work experience.
- 2) A minimum of two years of supervisory experience is desirable.
- 3) A minimum of two years of experience in mosquito abatement or related field of vector control is desirable.
- 4) Experience in marketing, advertising, and public speaking is desirable.

SPECIALIZED QUALIFICATIONS AND SKILLS REQUIRED:

- 1) Possesses 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) 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.
- 5) Must have a valid driver's license.
- 6) Must obtain Colorado Qualified Supervisor and Pesticide Applicators License within 1 year from start date.
- 7) Must communicate effectively in public and classroom environments.
- 8) Must have excellent oral and written communication skills.
- 9) Knowledge and experience using social media platforms.

PHYSICAL REQUIREMENTS:

- 1) Must lift and carry 65 pounds on a regular basis.
- 2) Must perceive and comprehend by the sense of sight.
- 3) Must communicate with others, including hearing, speaking, and listening.
- 4) Must 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 lbs. bags of material, filled five-gallon jugs etc.)
- 6) Must walk long distances (5-7 miles) over rough terrain.
- 7) Driving ability (local/on and off road).
- 8) Must participate in District's random drug and alcohol testing program.

WORKING CONDITIONS:

- 1) Works mostly alone or in small groups, with occasional team events.
- 2) Loud noise level while operating equipment.
- 3) Exposure to outdoor conditions, including extreme heat, water, and mosquito populations.
- 4) Exposure to mosquito specific pesticides.
- 5) Some shift-work required.

ACCOUNTABILITY:

The Urban Program Coordinator reports to and is accountable to the Assistant 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:

DISTRICT MANAGER: _____

DATE: _____