



Job Description

TITLE: Vector Control Supervisor	JOB CODE: 2535
DEPARTMENT: Public Works	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Supervisor
UPDATED: April 13, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Under limited supervision, organizes and supervises vector control operations and staff; trains staff and oversees the use of chemicals and traps; ensures that operations comply with all laws and regulations.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Supervises assigned staff; prioritizes and assigns tasks and projects; counsels, coaches, trains and instructs employees as required; monitors work in progress and employee performance; conducts performance evaluations for assigned staff.
- Assists Public Works Director in hiring, training, and terminating vector control personnel; coordinates a variety of administrative activities including employee scheduling and payroll reporting.
- Assists Public Works Director in preparation of the vector control budget; makes recommendations on proper vector control methods to ensure the best outcome.
- Trains staff in safety regulations; supervises and observe performance to ensure that these regulations and all safety practices are followed by crews in the field.
- Inspects all vector control sites, including chemicals and spraying to ensure the safety of the public and the work crews; ensures compliance with all laws and regulations.
- Monitors work in progress; evaluates employee performance; makes changes as necessary.
- Interacts frequently with the public; researches and resolves citizen complaints.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of environmental health practices and procedures.
 - Knowledge of the materials, methods and procedures related to vector control.
 - Knowledge of the laws and regulations governing the use of larvicides, pesticides and herbicides.
- Knowledge of mosquito entomology and insecticides.
- Knowledge of rodent control methods and measures.
 - Knowledge of OSHA standards and safety regulations related to the use of hazardous chemicals.
 - Knowledge of first aid.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of County policies and procedures.
- Skill in the use of all related equipment and hazards materials.

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Vector Control Supervisor

- Skilled in preparing detailed reports and conducting studies and surveys.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.

Education and Experience

- High School diploma or GED equivalent and five (5) years experience in the vector control field.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an outdoor environment; may be required to lift and carry items more than 50 pounds.
- May be exposed to hazardous chemicals, dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment and spray equipment, microgen foggers, hand sprayers, tractors, swamp buggies and related equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____