



Job Description

TITLE: Vector Control Foreman	JOB CODE: 2560
DEPARTMENT: Public Works	FLSA: Non-Exempt
PREPARED: April 5, 2016	FLSA CLASS: Supervisor
UPDATED: April 13, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Under general supervision of the Vector Control Supervisor, schedules and supervises work crews performing vector control operations; serves as a working foreman utilizing heavy and light equipment, safe chemicals usage, brooms, mowers, and clearing property; oversees work and ensures that all safety guidelines are observed. The Vector Control Foreman will be included on the on-call duty list.

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 heavy equipment and vector crews; schedules, prioritizes and assigns tasks and projects; counsels, coaches, trains and instructs employees as required.
- Participates in the selection and promotion of personnel; participates in performance evaluations; initiates and participates in the disciplinary process as necessary.
- Provides training in the proper operation of equipment; ensures equipment maintenance program is administered properly.
- Coordinates a variety of administrative activities, including employee scheduling, payroll reporting and report processing.
- Conducts inspections of assigned area of responsibility to evaluate roads and right of way for future work.
- Operates various types of heavy equipment such as front end loader, back hoe, utility trailers, bob tail and dump trucks; may be required to operate, transport materials and equipment.
- Operates and maintains a variety of types of small and light equipment; performs routine and regular maintenance on equipment to assure efficiency and safety.
- Assures that all work is performed in accordance with established safety policies and procedures
- Ensures safety compliance for employees; ensures that equipment is operated in a safe manner for the employees and public; provides safety training; participates in the investigation of all accidents.
- Maintains job logs of materials, man hours, equipment hours and ensures the accuracy of records for billing or job costing purposes.
- Responds to citizen complaints and requests for information.
- Calculates and prepares cost estimates on the type and quantity of materials, equipment and labor for specific projects; assures that materials are available for each scheduled job.
- Schedules the routine maintenance of vehicles and equipment.
- Participates in various seasonal projects such as snow removal with snow plow; responds to emergency call-outs resulting from severe weather, chemical spills or major accidents.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of safety procedures, methods, equipment, and materials common to the work performed for vector control purposes, including traffic control.

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- Knowledge of OSHA standards, laws, regulations, and environmental health practices and procedures governing the use of pesticides and herbicides, including safety regulations related to the use of hazardous chemicals.
- Knowledge of mosquito, entomology and insecticides; rodent control methods and measures.
- Knowledge of operating principles and maintenance of vehicle, equipment, heavy equipment, and snow plows.
- Knowledge of County policies and procedures.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in scheduling materials and equipment for maintenance projects.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.
- Skill in operating various vehicles and heavy road construction and maintenance equipment.
- Skill in maintaining accurate records.
- 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.

Education and Experience

- High School Diploma or GED and five (5) years of experience in road construction and maintenance, including one (1) year of supervisory or lead experience.
- Valid State of New Mexico Commercial Driver’s License (CDL-Class B).
- NMDA Pesticide Licensing Categories 6B, 7A, 7B, and 8 within 6 months of obtaining the position.

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 dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- Full-time work hours for this position consists of rotating “on-call” status; nights, weekends, overtime, and responds to emergency calls as requirements for the operations of this department and/or during adverse weather conditions.
- 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:

- Standard equipment includes motor vehicle, personal computer and standard office equipment.
- Specialized equipment includes hand and power tools and heavy motorized equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____