

District Supervisor – City of Chesapeake

\$59,409.00 Annually

POSITION DESCRIPTION SUMMARY

The purpose of the position is to supervise staff and oversee the operations of the City's Mosquito Control districts. The class is responsible for staff supervision, planning, training, budget, policy, and reporting. The class works within broad policy and organizational guidelines, plans, and implements projects, and communicates progress or challenges through regular communication with the Director.

ESSENTIAL FUNCTIONS

This position description is not intended to be an exhaustive list of all the duties, responsibilities, or qualifications associated with the position. Management may assign additional tasks as necessary.

1. Plans, directs and coordinates the general and specific programs, services and activities of mosquito control within the assigned district
 - a. analyzes various surveillance and service request information to determine trends and make IPM treatment decisions
 - b. oversees the choice and application of pesticides and implements source reduction within the assigned district
 - c. assures that pesticide application and other specialized equipment is serviced, maintained and properly calibrated
 - d. coordinates temporary transfers of physical and personnel assets with other districts for optimum benefit of the commission
 - e. may coordinate and monitor (via radio and mobile phone) evening or weekend adulticiding operations as an OT exempt employee, or as acting nighttime supervisor during the mosquito season

2. Supervises assigned staff
 - a. participates in selection of new field employees
 - b. responsible for orientation of new employees and training of all assigned staff
 - c. assigns and evaluates work and special projects
 - d. monitors and approves time records of assigned employees
 - e. counsels, disciplines, and participates in termination when necessary
 - f. maintains detailed records of personnel management

3. Assists in the development and maintenance of the commission budget
 - a. Analyzes district needs and submits special requests to the Physical Assets Manager and Director.
 - b. keeps key district expenses within budgetary parameters. prepares financial forms and reports upon request.
 - c. Maintains district inventory and work records. gathers and records information on all work activities, including service requests.
 - d. maintains inventory of special treatment zones (e.g., special larviciding projects & blocking zones, ULV routes, drainage maintenance information)

4. Interacts with the public
 - a. coordinates special requests, events and projects
 - b. informs and educates residents

- c. answers inquiries and resolves complaints/problems
- d. conducts or attends professional meetings to exchange information

Required Qualifications

VOCATIONAL/EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

Based on departmental needs and job description.

SPECIAL CERTIFICATIONS AND LICENSES:

Based on departmental needs and requirements.

SPECIAL REQUIREMENTS:

Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Preferred Qualifications

Education and experience

Requires a bachelor's degree in biology or environmental health with coursework in entomology and vector control, OR High School Diploma or GED with additional formal training or special courses in mosquito control / environmental sciences AND four years' experience in mosquito control operations
Requires computer experience, a thorough working knowledge of Microsoft Suite, and advanced knowledge and experience in GPS, GIS, and electronic mapping.
Requires two years of experience in a supervisory capacity.

Special certifications and licenses

Must be 21 years of age; possess a valid driver's license and a Division of Motor Vehicle report acceptable to the Commission's insurance carrier and in compliance with the Commission's driving standards.

Must be able to obtain a Virginia "Registered Technician" pesticide applicator certification within 1 month of hire, and "Certified Applicator" certification in "Category 8- Public Health" within 1 year of hire. Both certifications must be maintained throughout employment at the commission.