



MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT

JOB DESCRIPTION

Job Title: **Field Supervisor**
Reports to: Assistant Manager

Date: Jan. 1, 2006
Revised: June 24, 2025

FSLA EXEMPT

SUMMARY

Under the direction of the Assistant Manager, the Field Supervisor (FS) directly supervises and coordinates the daily work functions of the Vector Control Technicians (VCT) and Vector Control Assistants (VCAs).

The FS directly implements and oversees the implementation of the District's Integrated Vector Management Program (IVMP) as it pertains to work performed by the VCTs. This includes ensuring that field operations are performed according to pertinent regulations and the requirements of the District's Programmatic Environmental Impact Report (PEIR), which specifies certain Best Management Practices (BMPs). The FS provides regular, concise oral and written updates and reports to the Assistant Manager.

The FS also plans, coordinates and performs fieldwork related to problematic situations and large-scale vector surveillance, treatment operations and in support of the work of the team of VCTs. An important component of the FS position is ensuring compliance with the District's safety practices and policies. The FS communicates with the public, special interest groups and other agencies regarding the Districts IVMP and operational matters. In addition, the FS participates in the District's public outreach efforts, working collaboratively with the Public Information Officer. This position also works closely with the surveillance/laboratory staff regarding mosquito surveillance, control and special projects.

The FS also works closely and collaboratively with the Mechanic Facilities Manager regarding equipment needs, use and maintenance.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

Include, but are not limited to:

- Supervising and coordinating vector surveillance and control operations within the scope of the operations department.
- Directly supervising and training field staff, e.g., Vector Control Technicians and Vector Control Assistants;
- Maintaining and/or developing manuals, policies and procedures and establishing work performance standards for subordinate staff;
- Working with other public agencies, special interest groups and private organizations to ensure collaborative efforts are utilized and vector control activities are coordinated;
- Participating in the recruitment process for field staff when required;
- Participating in the development and execution of District safety programs;
- Coordinating the procurement and dissemination of safety equipment for field staff;
- Ensuring that subordinate staff are properly equipped with personal protective equipment, safety information and supplies and adhere to safety protocols and regulations;
- Appropriately and effectively communicating management directives to subordinate staff;
- Ensuring that subordinate staff receive proper training and follow best management practices included in the District's PEIR;

- Handling difficult or problem situations arising from field-related operations and complaints;
- Effectively communicating with the public, special interest groups and public and regulatory agencies with regard to District programs, operations, mandates, and objectives;
- Periodically observing the work of VCTs and VCAs in the field to provide coaching and direction when needed;
- Regularly providing concise reports to the Assistant Manager regarding field operations;
- Assisting in the preparation of the annual budget;
- Assisting in the management of the District's operational budget as it pertains the operations department and as assigned by the Assistant Manager and/or District Manager;
- Performing regular inventory and assisting in the purchasing of pesticides as required;
- Participate in performance management and personnel decisions regarding Vector Control Technicians and seasonal staff.
- Management of one of the subdivisions of the Operations Department (e.g. Inventory, Reporting, Training)
- This position works as Vector Control Technician as circumstances may dictate;
- Performing other work as assigned.

Yellowjacket Operations

- Assisting with difficult or problematic yellowjacket issues, educating agencies and the public regarding yellowjackets and the District's programs and responding to yellowjacket service requests as needed.
- Utilizing specialized control equipment and personal protective equipment to treat nests.

Rodent (i.e. rats and mice) Operations

- Educating the public and agencies regarding control and exclusion methods pertaining to rats and mice.
- May respond to service requests and perform rodent prevention inspections that include providing information and performing inspections to determine points of access into buildings and homes, and assess rodent activity on properties.

General Operations

- Using GPS units and software and databases to facilitate large scale larvicide and adulticide treatments, (e.g., helicopter larvicide applications) preparing and revising operational maps of zones and areas in the District, including properties, ponds, topographic characteristics, and other features relevant to mosquito and vector control operations.
- Compiling data as directed on work completed, types of services rendered, and vector population history.
- Utilizing service requests to evaluate inspection schedule.
- Compiling and analyzing data to prepare reports for other agencies as directed.
- Efficiently and effectively communicating with management regarding field observations, work performed, and interactions with the public and agencies.
- Operating handheld radios and/or cell phones to maintain contact with management and other staff.
- Operating trucks and all-terrain vehicles in a safe, responsible, and environmentally compatible manner to efficiently perform duties.
- Towing ATVs or boats on trailers behind trucks, observing appropriate safety precautions and procedures.
- Utilizing effective communication skills to inform and relate to the public about vector control and District policies and programs.
- Attending interagency and public meetings as required.
- Working and coordinating with other District departments to assist in fulfilling the District's mission.
- On an as-needed basis will assist in mechanical maintenance, repairs and fabrications.
- On an as-needed basis will assist in the maintenance and repair of buildings and grounds.
- May be required to give informational presentations to other agencies, community groups, and/or the public.

Pesticides and Equipment

- Operating hand and power application equipment.
- Calibrating application equipment: measure, mix, and apply pesticides in accordance with Safety Data Sheet information, product labels, District guidelines, and VCT training and certification provided by the State of California.
- Maintaining equipment such as Argos, ATVs, and application equipment in a clean and safe condition.

WORK HOURS

- The standard work schedule is Monday through Friday, 7:00am to 3:30pm. Full-time employees typically work five 8-hour days per week (40 hours total). Alternative schedules such as 9/80 and flextime arrangements may be approved based on job classification and operational needs, subject to the District Manager's discretion.

CERTIFICATION

- Certification by the California Department of Public Health as a Vector Control Technician. Maintain the certification by completing mandatory continuing education (40 hours/two-year cycle).

PROBATIONARY PERIOD

- A one-year probation is required.

PREREQUISITES

Knowledge, Abilities and Skills

- Certification by the California Department of Public Health as a Vector Control Technician (Gold Card)
- Knowledge of general biology and ecology of vectors.
- Wide-ranging knowledge of pesticides, their application, effects, and potential hazards to animal and plant life.
- Ability to exercise independent judgment and demonstrate initiative.
- Ability to foster a strong team environment and lead effectively.
- Knowledge of applicable state laws and regulations
- General knowledge of research techniques and investigative methods.
- Ability to plan and conduct general surveys and specific studies, including the development and use of reporting and record keeping systems.
- Strong oral and written communication skills
- Ability to effectively supervise and instruct all levels of personnel.
- Ability to work cooperatively with other personnel and the general public
- Self-motivated, work with a high degree of independence.

Education

- Graduate of an accredited college or university with a minimum of an Associates of Arts Degree or minimum of five years' experience in the field of mosquito and vector control.

Experience

- Minimum of 5 (five) years' experience in mosquito and vector control work.
- Experience in either customer service or public relations is desirable but not required.
- Experience in supervision and personnel management is preferred but not required.
- Proficient with basic use and operation of a Microsoft Windows®-based PC and MS Office® software, desktop and laptop computers.
- Experience in using database systems.

Driver's License

- Valid California Driver's License is required.
- Must be insurable under the guidelines set by the District's insurance carrier.

PHYSICAL DEMANDS AND ESSENTIAL FUNCTIONS OF THE JOB

Ability to:

- Periodically* lift various items up to and including 50 pounds
- Periodically* lift items between 50 and 75 pounds including, but not limited to, large truck tires, storm drain grates, manhole covers, septic tank lids, and vehicle parts with aid of appropriate tool or equipment.
- Periodically* change vehicle tires in the field, following training.
- Occasionally* carry a backpack sprayer, ultra-low volume applicator, or granule applicator with a weight of at least 45 lbs. for extended periods during all types of weather
- Demonstrate adequate visual depth perception and color vision and possess a minimum of single ear aided hearing
- Speak well enough to use a cell phone or two-way communication system and to communicate with staff and the public
- Demonstrate physical stamina sufficient to frequently* operate, including getting in and out of or on and off of a motor vehicle, all-terrain vehicle, boat, and comply with insurance requirements
- Demonstrate adequate coordination of eye/hand/foot; use fine manipulation by hand of tools, instruments and other objects
- Regularly* walk and stand for extended periods of time and sit for extended periods of time
- Wear protective equipment such as hip waders, bee suits and rubber boots, as needed
- Work alone at times and/or without direct supervision
- Tolerate insect bites, bee and yellowjacket stings
- Be vaccinated for various diseases to which employee may be exposed in the course of duties
- Periodically* climb ladders or other objects
- Regularly* traverse rough, sloping or uneven ground such as fields, dirt banks, stream beds, and shallow ponds
- Perform repetitive motion associated with computer usage
- Bend, twist, crawl, balance, lift, push, perform simple grasping, power grip, squat/crouch, kneel, reach, climb, pull, and detect odors (olfactory function).
- Swim
- Walk in 2-3 feet of water
- Walk in and along creeks and marshes for up to 7 hours per day during a standard workday - longer periods may be required during emergency or overtime situations
- Work in inclement weather
- Effectively communicate with co-workers and members of the public
- Establish and maintain good working relationships with fellow employees and members of the public

* Periodically – Activity or condition exists up to 25 percent of the time
Occasionally – Activity or condition exists from 25 to 50 percent of the time
Regularly – Activity or condition exists from 50 to 75 percent of the time
Frequently – Activity or condition exists 75 percent or more of the time

This job description does not imply any written or verbal contract and is for management communication purposes only. The District reserves the right to change this job and its related responsibilities as business requires.