



January 2019  
Class Code: A-55  
FLSA: NON-EXEMPT

## **VECTOR CONTROL INSPECTOR III**

### **DEFINITION**

Under direction, plans, leads, assigns and participates in the work of staff performing inspections and control operations in an assigned zone or specialized functional area; treats area as indicated, selecting appropriate material, baits, dosage rates, and implements to obtain proper coverage and efficacy; prepares property owner correspondence and site documentation for legal abatement actions; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Operations. Exercises technical and functional direction over and provides training to lower-level staff and seasonal staff.

### **CLASS CHARACTERISTICS**

This is the advanced-level classification in the Vector Control Inspector series responsible for performing the most complex work assigned to the series including lead direction to lower staff. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure efficient and effective vector control program operations. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, plans, leads, assigns and participates in the work of staff performing inspections and control operations in an assigned zone or specialized functional area; makes temporary adjustments and reassignments of work to meet workload and emergency needs.
- Identifies the skill development needs of lower-level staff and conducts training on work methods and techniques; provides input on performance for evaluation.
- Reviews records and reports of assigned lower-level staff; prepares reports of work completed, equipment and materials used, and time spent; assists management staff in hiring seasonal staff.
- Responds to the more difficult public relation problems encountered by lower-level staff assists staff in gaining entrance to private property; works with property owners to obtain cooperation in source reduction activity; reports conditions needing further attention to supervisor; makes recommendations

and consults with management staff regarding conditions, which require legal abatement action to correct.

- Maintains records of field inspections, pesticide usage and field surveys; reviews reports/forms for errors, omitted information, and corrects as needed.
- Recommends program and policy changes to management to improve the service level, cost effectiveness, operational procedures and activities of the Department and District.
- Surveys assigned zone for vector breeding sources, such as ponds, mitigation sites, catch basins, freeways, golf courses, creeks, lakes, marshy areas, horse stables, residential premises, schools and swimming pools; maintains records of field inspections, pesticide usage, and field surveys; works with lab staff to trap and sample for various vectors.
- Treats area as indicated, selecting appropriate material, baits, dosage rates, and implements to obtain proper coverage and efficacy; arranges for and conducts fish planting in targeted areas; re-inspects treated areas to evaluate effectiveness.
- Maintains an awareness of irrigation patterns, refuse disposal practices and other factors conducive to vector breeding; determines or identifies various vector species and/or stage of larval development; notes other factors, such as terrain, winds, and plant growth involved.
- Operates District vehicles including all-terrain vehicles and pick-up trucks and powered and hand spray equipment; maintains equipment in working order and performs routine maintenance and repairs.
- Attends staff meetings, training sessions, reads technical literature, and otherwise stays informed of policies and procedures; attends meetings with other public and private agency representatives to provide information such as breeding sites, treatment cycle times, materials to be used, and recommends possible solutions to prevent vector breeding.
- As assigned, attends a variety of community outreach events to provide information to the public about District services.
- Receives and responds to inquiries with respect to District operations, and policies and procedures.
- As assigned, keeps District buildings in a clean and orderly condition.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of providing functional direction and training including work planning, assignment review and evaluation, and the training of staff in work procedures.
- Operational characteristics of specialized equipment used in the course of work.
- Methods and techniques of vector control, including the safe use and handling of pesticides and safety precautions.
- Familiarity with breeding and living habits of vectors.
- Methods and techniques of identifying the various life cycles of vectors.
- Methods and techniques of preparing reports on operational activities.
- Methods and techniques of reading and interpreting maps.
- Methods and techniques of preparing materials and conducting training.
- District and mandated safety rules, regulations, and protocols.

- Applicable Federal, State, and local laws, rules, regulations, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of complex record keeping.
- Methods and techniques of preparing technical reports and business documentation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Conduct vector surveillance activities and identify issues in assigned geographic areas.
- Treat affected areas in accordance with District practices.
- Maintain vegetation and water transmission structures for source reduction.
- Prepare and revise maps.
- Prepare operational reports on work performed.
- Operate District vehicles and specialized equipment.
- Maintain logs and records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with property owners and members of the public.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines.
- Understand and follow oral and written instructions.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, and four (4) years of increasingly responsible experience providing technical support to a vector control program; one (1) year of serving in a lead capacity is desirable.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Possession of certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health at time of appointment to be maintained throughout employment with the District.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards and/or collect samples. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

### **ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants, vectors and vector-borne diseases, wild and domestic animals, and poisonous plants and animals. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.