



January 2019  
Class Code: A-58  
FLSA: Non-Exempt

## **INTEGRATED VECTOR MANAGEMENT COMPLIANCE OFFICER**

### **DEFINITION**

Under direction, acts as the District's technical advisor on pesticide safety; reviews and recommends pesticide uses by the District; calibrates equipment, recommends new equipment and pesticide purchases; performs maintenance on adulticiding equipment; prepares required reports; coordinates safety training; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Operations. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This classification is responsible for District wide safety operations with an emphasis on pesticide safety, pesticide inventories, and safety training. This class provides assistance to the Director of Operations, in a variety of administrative and coordinative capacities. 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 perform assigned duties/ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to deliver services/complete assignments. 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.*

- Recommends program and policy changes to the Director of Operations, to improve the safety level, cost effectiveness, operational procedures and activities.
- Researches and recommends the use of specific pesticides for approval by the Director of Operations.
- Maintains adulticiding equipment; calibrates and checks calibration of equipment; calibrates and checks calibration of underground trucks; assists field technicians with calibration of equipment.
- Plans adulticiding use at field sites; creates maps and routes for field sites including the use of a drone; calculates pesticide use amounts at field sites.
- Develops and implements a pesticide safety training program and ensures the District is in compliance of all laws.

- Conducts and provides training for the safe and effective application of pesticides to District staff; prepares training materials and trains seasonal staff on pesticide usage.
- Coordinates outside safety training as needed.
- Attends a variety of District meetings.
- Reviews and prepares monthly pesticide use reports for submission to required entities.
- Provides technical information to the staff and to the public and other government entities.
- Reviews the checking out, inventory and purchase of pesticides.
- Provides leadership as the District's Safety Committee Chair; ensures the District is in compliance with all safety requirements.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; enforces safety regulations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Techniques of vector control field operations including the use of insecticides.
- Safety precautions and effectiveness of the different types of spray applications under various conditions at an advanced level.
- Principles and practice of addressing source reduction problems.
- Principles and practices of vector ecology and habits.
- The use and effects of pesticides.
- Calibration of equipment used.
- Operating a drone.
- Fundamentals of instruction and training.
- Applicable laws and regulations that apply to pesticide use and general safety.
- District and mandated safety rules, regulations, and protocols.
- Research methods and analysis techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Mathematical principles for calculating dosages of pesticides.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- 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:**

- Calibrate equipment used in the course of work.
- Calculate pesticide dosage rates to ensure proper application.
- Train others in use and understanding of pesticides, pesticide labels, and pesticide application methods.
- Safely use a drone.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed including pesticide application labels.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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 a bachelor's degree from an accredited college or university with major coursework in Entomology, Biology, Zoology, Chemistry or a related field is highly desirable and five (5) years of experience providing technical support to vector control program, two (2) of which should be in a safety training capacity.

**Licenses/Certifications:**

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A – D, as required by the California Department of Public Health, within one year of appointment and maintained throughout employment with the District.
- Possession of, or ability to obtain, certification in Qualified Applicators License Categories A, B, F, K, as required by the California Department of Pesticide Regulation, within one year of appointment and maintained throughout employment with the District.
- Remote Pilot License, in order to operate a drone, as required by the California Department of Pesticide Regulation in order to treat infected areas, within one year of appointment and maintained throughout employment with the District.
- Certification in the National Incident Management System, State Incident Management System and Incident Command System is desirable.

### **PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When performing field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to observe biological and environmental conditions. The job involves fieldwork requiring frequent walking in operational areas to provide surveillance with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 60 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and potential exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, vermin, insects, parasites, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.