



COUNTY OF YORK JOB DESCRIPTION

Operations Superintendent
Public Works
Stormwater Operations and Grounds
Maintenance

Human Resources Department
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Responsible for directing the operations of the vector control program for the County. Plans, schedules, supervises, and inspects the work of departmental employees engaged in vector control activities. Determines priorities and assigns personnel to various job sites and procuring needed supplies and materials. Proactively works to control mosquito infestations by meeting with homeowners associations, civic, and other groups, provides informational literature on how to control mosquitoes, and personally participates in a variety of public awareness and prevention efforts in schools, and through other outreach efforts. Plans for and schedules aerial spray flights with a commercial contractor or military aviation unit as needed; also contracts for ground spraying for the Yorktown United States Coast Guard Facility. Work is performed under general supervision of the Operations Chief in charge of Stormwater Operations and Grounds Maintenance.

ESSENTIAL JOB FUNCTIONS

Supervises the activities of employees engaged in mosquito control operations; evaluates work progress and assigns personnel, as needed; evaluates employees performance; reviews and approves employee time in electronic time keeping system; ensures employees receive proper training; resolves problems as non-routine situations arise.

Prepares annual budget and monitors budget expenditures.

Plans, coordinates and directs the vector control operations for the County; ensuring compliance to all applicable regulations; provides technical direction, as needed.

Reviews invoices for accuracy and approves for payment.

Ensures that needed equipment, tools, and supplies are available to staff.

Receives and responds to citizen complaints; explains vector control operations; investigates complaints and initiates proper action; responds to special requests for mosquito spraying; proactively works with citizens by providing educational materials and briefings on prevention and control on the web site, through the use of a telephone hotline, sending letters to homeowner associations, providing program pamphlet, informational calendar, appearing on County and local television, and through newspaper articles. Performs public outreach services through a well-designed school program as well as through briefings to citizen groups on how to prevent mosquito breeding.

Prepares special and periodic reports on programs, planned work reports, and program measurement status.

Attends weekly Department staff meetings, coordinates with staff on various matters of interest and keeps the Director well informed on initiatives of mutual concern.

ADDITIONAL JOB FUNCTIONS

Prepares written information for local media on mosquito and other related matters of County government and/or citizen interest.

Attends professional meetings to keep abreast of the latest developments in mosquito control; evaluates implications for the County; recommends and implements changes in procedures, schedules, or use of materials.

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the mosquito and other pest control practices and procedures.

Comprehensive knowledge of applicable safety regulations and laws.

Thorough knowledge of accepted research techniques and principles.

Thorough knowledge of training principles and techniques.

General knowledge of Geographic Information Systems software.

Excellent oral and written communication skills.

Ability to train others in appropriate spraying procedures and chemical applications.

EDUCATION AND EXPERIENCE

Bachelor's degree in biology, or a closely related field, and 5 to 7 years' experience in progressively responsible mosquito control work; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the Commonwealth of Virginia. Certification as a State Category 8 Pesticide Applicator.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment including copiers, calculators, etc. Most of the work is sedentary in nature; however, some of the work involves walking, and getting in and out of vehicles. Must be able to operate a motor vehicle.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisor; giving instructions, assignments or directions to co-workers.

Language Ability: Requires the ability to read and prepare standard operating procedures, maps complaints, memorandum, policy manuals, safety manuals, etc. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas to add and subtract, multiply and divide and utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate levels of stress.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____