

---

# Kings Mosquito Abatement District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Area Supervisor  
**POLICY NUMBER:** 2450

**2450.1 Description.** Under direction, to perform inspections and control operations in an assigned area or specialized function of a mosquito abatement agency and to do related work as required. This position is at-will.

**2450.2 Position Characteristics.** The Area Supervisor exercises considerable judgment in organizing and carrying out the details involved in their assignment.

**2450.2.1** The Area Supervisor may be given varying degrees of responsibility for the provision of recommendation and assistance to property owners in the abatement of vector sources on their property; however, controversial problems are referred to higher levels.

**2450.2.2** The Area Supervisor is responsible for scheduling their inspections and operations to effectively cover their assigned area and for exercising good judgment in evaluating vector producing conditions and choosing the most effective control method for a particular situation.

**2450.3** Duties may include, but are not limited to:

**2450.3.1** Surveys assigned area for vector breeding sources, such as ponds, catch basins, marshy areas, cesspools, household drains, swimming pools, and pastures, and maintains an awareness of irrigation patterns and practices and other factors conducive to vector breeding and of significance to timing of operations; inspects sources for vectors and determines species and/or stage of development and notes other factors, such as terrain, winds, and plant growth involved; applies pesticides as indicated, selecting appropriate material, dosage rates, and implements to obtain proper coverage and results; as needed, initiates requests for aircraft or ground application of pesticides and provides biological data necessary for effective results; keeps records of work done; work with local citizens and makes recommendations regarding vector problems and need for vector control and source reduction, and explains the reason for the Technician's presence on their property.

**2450.3.2** Performs premise inspection, for vector sources; applies pesticides to infested sources, prepares inspection reports, and makes recommendation to property owners regarding improper conditions; reports situations needing attention and action to supervisors.

**2450.3.3** Drives automotive equipment which may be outfitted with powered and hand spray equipment; keeps equipment in working order, performs simple maintenance and repairs. May be assigned on an as-needed basis to lubricate automotive equipment and to assist in maintenance and repair of buildings and grounds.

**2450.3.4** Prepares and revises operational maps of zones and areas in the district, including properties, ponds, topographic characteristics, and other features relevant to vector control operations; records significant changes on maps and compiles data as directed on work done, types of service, costs and vector populations history, and otherwise assists in collecting and compiling data.

**2450.3.5** Performs, assists, or supervises small crews in the dissemination of mosquito fish and/or other biological control agents to vector producing habitat.

**2450.3.6** Attends training sessions; reads agency manuals, and otherwise keeps informed of policies and procedures; keeps supervisors informed of progress and problems, and requests consultation as required.

**2450.3.7** May be assigned responsibility for operating in specialized functional control area, such as premise inspections, dairy drains, septic tank and cesspool inspections, performing source surveys, surveillance collections and other functions in the agency's program.

#### **2450.4** Knowledge and Abilities.

**2450.4.1** Some knowledge of mechanics, general problems and techniques of vector control, including the use of pesticides and safety precautions; ability to work independently and responsibly; to organize and conduct assigned vector abatement field operations, to make accurate observations and to keep detailed records; ability to work cooperatively and effectively with other employees and the public; and to evaluate situations accurately, and to maintain and appreciate safety precautions.

#### **2450.5** Special Requirements.

**2450.5.1** High school graduate or equivalent.

**2450.5.2** Must have a valid California Driver's License with good driving record and be insurable using the accepted guidelines of the insurance provider.

**2450.5.3** Possess and maintain a current certificate of competence issued by the State of California, Department of Health entitled "Certified Technician - Mosquito Control".

**2450.6** Physical Demands.

**2450.6.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**2450.6.2** While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, and sit. The employee is required to use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee must occasionally lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**2450.7** Work Environment.

**2450.7.1** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**2450.7.2** While performing the duties of this position, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The noise level in the work environment is usually moderate.