

	<b>FLORIDA KEYS MOSQUITO CONTROL DISTRICT</b>  <b>Job Description</b>	<b>Non-Exempt</b>	
		<b>DATE OF REVISION</b>	<b>07/16/2021</b>
<b>POSITION</b>	<b>UPPER KEYS SUPERVISOR</b>	<b>Hourly Rate \$25.96 - \$45.67</b>	<b>BASED ON QUALIFICATIONS</b>
<b>LOCATION</b>	<b>KEY LARGO</b>	<b>Pay Range \$54,000- \$95,000</b>	

**Physical Location(s):**

Florida Keys Mosquito Control Facility – Key Largo

**Basic Scope/Purpose:**

The Upper Keys Supervisor is responsible for planning and supervising ground larviciding and adulticiding activities, personnel in the Upper Keys Area as set forth in the Districts Operational and Procedures guide, and the administration of rules, regulations, and policies as established by the Board of Commissioners and administered by the Executive Director. The Upper Keys Supervisor is a supervisory and field related position in the District's ground operations.

**Reporting Responsibilities:**

The Upper Keys Supervisor reports to the Director of Operations.

**Working Conditions:**

The Upper Keys Supervisor will be exposed to both inside and outside environmental conditions, noise, vibration, close proximity to moving parts, working in high places, exposure to chemicals, fumes, odors, oils and may be required to wear a respirator and all other appropriate PPE required. The Upper Keys Supervisor will be expected to perform heavy work (exerting up to 50 lbs. of force frequently to lift, carry, push, pull, or otherwise move objects). May be required to work nights, weekends or holidays to meet operational requirements.

**Essential Functions (Without Accommodations):**

1. Supervise ground operations and support personnel to ensure that all FKMCD functions are performed within the District's guidelines.
2. Assign personnel to specific duties involving larviciding and adulticiding. Coordinate the operation and use of specific equipment, including but not limited to, fog trucks, A1 Misters, liquid and granular backpacks, Barrier Treatment Equipment, and any and all necessary and operational equipment used in the upper keys.
3. Ensure the proper storage and handling of petroleum products and insecticides used for daily operations.
4. Coordinate all maintenance of grounds and facilities, up to and including, grass trimming, tree trimming, scheduling all plumbing, electrical and structural repairs in the Key Largo facility.
5. Prepare and keep operational records and employee work records such as daily activities, larviciding, and ground adulticiding reports.

6. Supervise and evaluate the Field Inspectors assigned to the Upper Keys area.
7. Maintain, monitor and control inventory of all chemicals and fuels used in Upper Keys ground operations. Compare on truck and physical inventory weekly and reconcile monthly.
8. Assist in maintaining weather watch to minimize damage by severe weather and assist in securing vehicles and buildings located at the District's Upper Keys facility.
9. During severe weather evacuations, Upper Keys supervisor will maintain communications with the Director of Operations and Upper keys staff members.
10. Ensure compliance with all applicable Federal and State Laws and District policies regarding safety practices.
11. Coordinate the purchasing of supplies and equipment as needed to maintain all operations in the Upper Keys in a state of readiness.
12. Monitor and Dispatch all service requests in the Upper Keys ensuring service request are completed in a timely manner.
13. Create, evaluate, and maintain annual budget for the Key Largo office staff, inspectors, chemicals, fuel and all other operational necessities in the Upper Keys.
14. Maintain notes in NeoGov on a regular basis to properly evaluate staff annually, probationary or for special evaluations.
15. Organize and supervise annual sweeps in the Upper Keys and additional sweeps when needed.
16. Readily available to be on call to respond to any emergency alarm, mechanical issues, mission assignments, etc. unless on approved leave or otherwise delegated.
17. Approve all timesheets for direct reports that are correct and accurately reflect hours worked.
18. Work with Safety Coordinator to coordinate annual safety training, PPE requirements or recommended and equipment training needed for all Upper Keys staff.
19. Coordinate and complete a monthly safety inspection of Upper Keys Facility with the Safety Coordinator.
20. Coordinate with HR for hiring and any and all issues related to violations or abuse of District policies and procedures.
21. Coordinate with Upper Keys Biologist, retrieving and arranging trap counts and locations.
22. Train all new staff assigned to the Upper Keys area and complete a final ride-a-long assessments of all new inspectors ensuring that the inspector has a good comprehension of their duties, responsibilities and knowledge of mosquito abatement materials.
23. Observe and work with individual inspectors in their assigned areas on a quarterly basis, ensuring quality assurance, knowledge of products utilized, knowledge of assigned area and basic integrated pest management best practices.
24. Weekly reports to the Director of Operations, including but not limited to, staff performance, potential issues, your schedule, tasks scheduled, tasks completed, training progresses, departmental wants or needs, overtime, staff meetings, exceptional work performed, service requests report, inventory issues, missions and resident status reports.
25. Monitor FieldSeeker multiple times daily, keeping track of PTA's, counts, timesheet entries and service requests.
26. Manage, schedule and approve staff leave requests in accordance with District policy, ensuring proper staffing level are maintained to meet Upper Key's operational requirements.
27. Perform at least 5 random post-inspection checks monthly of Upper Keys Inspectors following treatments and report weekly to the Director of Operations your findings.
28. Maintain relationship with external partners. (e.g. Ocean Reef, National Park Services, business owners, etc.)
29. Remain up-to-date in Chemical Spill Response training.
30. All other assigned duties.

Since our organization is going to change to meet the needs of public health, environmental conservation, and the District, you can expect, anticipate, and assume that your job description will change to meet these challenges.

**Knowledge:**

Knowledge of basic mosquito biology and identification  
Knowledge of best practice of Integrated Mosquito Management protocols  
Knowledge of all commonly used control materials employed for both larvae and adults  
Knowledge of all equipment utilized for the application of control material in the Upper Keys  
Knowledge of interpreting and applying label requirements and SDS information  
Knowledge of Microsoft Office Suite, FieldSeeker, and other operational necessary software or ability to become proficient

**Abilities & Skills:**

Ability to direct and supervise the work of subordinates.  
Ability to travel as needed.  
Ability to schedule, organize and communicate effectively.

**Education, Training, & Experience:**

Graduation from high school or trade school  
Experience in mosquito control or equivalent confirmation of training and experience in related field  
Licensed in "Public Health Pest Control" from the Department of Agriculture and Consumer Services or able to obtain within one year  
Valid Florida Driver's License  
Must maintain Chemical Spill Response Training in accordance with OSHA: 1910.120(q)