



Print Employee Name:

POSITION DESCRIPTION
TITLE: Chief Maintenance Supervisor

GENERAL DESCRIPTION

The essential function of the position within the organization is to coordinate and participate in the management of the County's mosquito population. The position is responsible for supervising spray truck operators, managing equipment; ensuring compliance with standards, regulations, policies and procedures; providing technical assistance to other County departments, government agencies and the general public, and performing related professional and administrative duties as required. The position works independently, reporting major activities through periodic meetings.

This position may be required to assist with emergency support functions in the event of a declared emergency and/or any other emergency duties as assigned.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

May assist in the development of budgetary requirements for mosquito management programs; prepares grant proposals for project funding as appropriate.

Develops daily work plans; assists in identifying project priorities, schedules and strategies.

Enforces compliance with policies and procedures to ensure a safe work atmosphere.

Formulates and applies biological/chemical treatments and source reduction for the management of mosquitoes.

Prepares, sets and monitors mosquito traps; collects and analyzes samples; identifies mosquitoes and other arthropods; recommends treatment areas and appropriate amounts and types of pesticides needed.

Plans and organizes nighttime spraying activities and Larviciding.

Process serum samples from the arbovirus disease sentinel flock.

Researches, orders and maintains inventory of pesticides and other materials.

May supervise subordinate support staff, including recommending selection, training, assigning and evaluating work, counseling, and recommending discipline and discharge; provides advice and assistance as needed.

Supervises and performs general care of assigned vehicles, spray equipment and other equipment and tools to include washing, detailing, and minor maintenance activities.

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Receives and responds to inquiries, requests for assistance and concerns regarding mosquito management issues and other areas of responsibility; meets with homeowners and gives informative presentations to community, professional, school and other groups as appropriate.

Compiles data for and prepares a variety of records, reports and recommendations for the division, department, County, and various other agencies as required.

Performs general clerical tasks as required, including but not limited to entering and retrieving computer data, copying and filing documents, answering the telephone.

Attends training, meetings, seminars or conferences and reads technical and professional journals to maintain knowledge of changing methods, technology and regulations in mosquito and aquatic plant management.

Other Functions and duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Negotiates or exchanges ideas, information, and opinions with others to recommend policies and programs, or arrive jointly at decisions, conclusions, or solutions.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of co-workers and people outside the organization.

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COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very serious impact - affects entire organization and the general public; probability of loss of life and/or damage is very likely.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items, including vehicles, boating and spray equipment, herbicides/pesticides, and specialized computer software.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the first-line supervision of the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

The County may consider an equivalent combination of education and experience for selected position postings on a year-for-year basis, provided that the education/experience is in a relevant or related field.

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a bachelor’s degree in Biological Science, Environmental Science, Pest Management or a closely related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid Florida driver’s license. Must possess, or obtain within six months of employment, state certification in general standards for pesticide application with the category of Public Health Pest Control. Certification in the category of aquatic’s application is recommended.

Certified in Mosquito Identification within one (1) year of being hired.

