

DELTA VECTOR CONTROL DISTRICT
OPERATIONS PROGRAM MANAGER

Position Characteristics:

The Operations Program Manager (OPM) is a management-level position. Under the Direction of the Assistant Manager, the OPM is in charge of the day-to-day operations side of the District. The incumbent assists in planning and the organization of District programs, including; the planning, direction and supervision of all vector control inspection and control activities. The OPM is a member of the safety committee, and enforces all District policies, programs and standards. Morale and discipline of employees, including, if necessary, the firing of an employee are among the responsibilities of this position, following written book keeping and approval by the Assistant Manager and Manager.

Examples of Duties:

May generally represent the District before the public, particularly in operationally related matters; may assist in reviews of District policies, budget preparation and preparation of written reports concerning District business; and consults with Management on matters concerning the District's vector control program.

Will cooperate with Scientific Program Manager concerning District business, organization of duties and any joint programs.

Responsible for the answering or assignment of all service requests; pesticide, equipment and employee safety, inventory and maintenance; field operations and operational record keeping. May assist the Management in the recruitment, training, counseling, evaluation and the discipline of personnel. Understands and enforces all District policies.

Makes evaluations; monitors and evaluates efficacy of field applications of pesticides; investigates resistance of vectors to pesticides used and recommends changes as indicated; computes dosage and application rates of pesticides; determines pesticide use by vector species, season, environmental conditions and available equipment.

Directs the source reduction effort of the District, through the reduction or elimination of environmental or cultural factors that are favorable to vector production.

Provides field training and instruction of personnel. Prepares training materials for in-service training and for operational purposes.

Maintains a thorough knowledge of all operational zones and problem areas; the ability to analyze situations and take a safe and efficient course of action; the ability to speak and write clearly and correctly; and, to provide a good example and high level of leadership at all times.

Works with the Management to ensure a harmonious integration of the activities of all District employees and programs to maintain the excellence of the Delta Vector Control District's

service to the public. The OPM will know and adhere to all District rules, regulations and policies.

Supervises and coordinates invasive *Aedes* inspections, specifically.

- This position supervises and coordinates all laboratory operations;
- Interviews and recommends laboratory personnel for hiring;
- Directly supervises and trains laboratory personnel, i.e. Biologists, Vector Control Laboratory Technician II and Vector Control Laboratory Technician I.
- Schedules, assigns, reviews and evaluates the work of laboratory staff. Communicates regularly with staff on progress toward defined goals and/ or required results, providing specific feedback and initiating corrective action when necessary to meet defined goals;
- Maintains or develops manuals, policies & procedures and establishes work standards for subordinate staff;
- Maintains safety and biosafety standards and ensures quality control for laboratory and field research projects. Ensures the operating efficiency of laboratory equipment and instruments;
- Represents the District at committee or workgroup meetings as needed and reports to the District Manager and Superintendent regarding issues of concern to the District;
- Generates reports and gives presentations to the Board of Trustees and other bodies as requested;
- Travel within and outside the District may be required.

Minimum Qualifications:

Bachelor's degree (B.S.) from a four-year college or university; or five years related experience and/ or training; or equivalent combination of education and experience.

Ability to read, analyzes, and interprets common scientific and technical journals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and procedure manuals. Ability to respond to common inquiries or complaints, regulatory agencies, or members of the professional community. Ability to effectively present information to management, public groups, and board of directors.

Ability to relate mathematical concepts such as rate, ratio, percentages, area and volume to practical situations. Ability to comprehend and apply principles of modern algebra and statistics.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Must have a valid California driver’s license with a good driving record and be insurable using the accepted guidelines of the insurance provider.

Maintain certification by the State of California in Mosquito Control, Terrestrial Invertebrate Vector Control and Vertebrate Vector Control.

Physical Demands:

<u>Physical activity:</u>	<u>Amount of Time</u>		
	<u>1/3</u>	<u>1/3-2/3</u>	<u>over 2/3</u>
Stand		X	
Walk		X	
Sit		X	
Use hands to finger, feel or handle			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch or crawl			X
Talk or hear			X
Taste or smell			X

Lifting or force exertion requirements:

	<u>Amount of Time</u>		
	<u>1/3</u>	<u>1/3-2/3</u>	<u>over 2/3</u>
Up to 10 pounds		X	
Up to 25 pounds	X		
Up to 50 pounds	X		
Up to 100 pounds	X		
Over 100 pounds	X		

Vision requirements:

Close vision (clear vision at 20 inches or less):
 Identification of species and stage of larval development.

Distance vision (clear vision at 20 feet or more):
 Environmental evaluation, control of vector source and safety.

Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point):
 Environmental evaluation, control of vector source and safety.

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships):
 Environmental evaluation, control of vector source and safety.

Work Environment:

	<u>Amount of time</u>		
	<u>1/3</u>	<u>1/3-2/3</u>	<u>over 2/3</u>
Wet or humid conditions	X		

Work near moving mechanical parts		X
Work in outdoor weather conditions		X
Fumes of airborne particles	X	
Toxic or caustic chemicals		X
Extreme heat		X

The position typically experiences a moderate noise level consistent with an office with computers and printers, or light traffic. Occasionally the noise level is consistent with an automotive repair shop.