



## City of Irving Job Description

### Vector Control Coordinator

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Code Enforcement
<b>Job Code:</b>	N742	<b>Reports To (Job Title):</b>	Code Enforcement Manager

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#### **PURPOSE**

To administer and coordinate the City's Mosquito Control Program, including operation of mosquito fogging equipment, application of mosquito larvicide and sampling/testing mosquitoes and animals for mosquito-borne diseases, as well as supervising vector personnel. This position also will be tasked with data entry, response to the mosquito hotline, as well as identifying and logging areas consistent with mosquito breeding and activity.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Analyze trapped mosquitos and make determinations when spraying is warranted, scheduling accordingly.
- Supervise one part time and one seasonal vector control worker, directing their daily activity.
- Apply pesticides, larvacides, and other chemicals necessary to control disease-bearing mosquitoes.
- Operate, maintain, and calibrate mosquito fogging trucks and equipment.
- Investigate complaints and respond to citizen inquiries regarding mosquitoes and other pests.
- Survey areas for mosquito breeding, which includes setting live mosquito traps and managing surveillance of the program.
- Test dead animals when necessary for any and all vector-borne viruses.
- Submit trap samples to the Texas Department of Health and Dallas County Health and Human Services.
- Maintain records of chemicals used in applications, complaints, spray areas, and trap data.
- Stock and maintain chemical inventory.
- Explain and teach to the public and coworkers the purpose and use of chemicals for Vector Control.
- Attend training to learn new safety and application methods of chemicals; Practice safety rules and methods for working with chemicals.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Monitor the annual vector control program budget and make recommendations for changes and/or upgrades as appropriate.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 1-2 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Make purchases often and occasionally login and pick up divisional cash reports.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a High School Diploma.

### **EXPERIENCE**

- At least one (1) year of experience in Vector Control or a related field.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- TDA applicator's license – Vector Control category
- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.

### **KNOWLEDGE OF**

- Biological, Microbiological, and Chemical Sciences: Known facts, ideas, and skills regarding living organisms, microorganisms, and properties or actions of chemicals.
- Mosquito Control Practices: Methods and procedures utilized to reduce the incidence or severity of mosquito infestation and/or population.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.

### **SKILLS AND ABILITIES IN**

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Mechanical/Technical: Safely operating diverse equipment, including computers.
- Service Orientation: Actively looking for ways to help people.

- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form
- Reading Comprehension: Reading and interpreting documents.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.

## **GUIDANCE RECEIVED**

### **On-going Instructions and Range of Procedures**

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

## **CONTACTS**

Frequent contact with the public or other organizations via phone, email, social media, and in person. Works with contractors and chemical vendors with vector control scope.

## **EQUIPMENT AND PROPERTY**

Personal protective equipment, mosquito handling equipment, sprayers and foggers, standard office equipment, cameras, computers, GPS-GIS, cell phone, vehicle, freezers, and sanitation equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is required to balance, carry, drive a vehicle, listen, see, and/or talk. Frequently, s/he is required to climb, grasp, handle, feel, kneel, lift up to 100 pounds, pull, push, reach, stand, stoop, and/or walk. S/he occasionally is required to sit and/or smell, and rarely s/he is required to run.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee frequently is exposed to blood-borne pathogens, dirty environment, extreme temperatures or weather conditions, air contamination, improper illumination, high and precarious places, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.