



Ada County Job Description

Division Coordinator

FLSA Status: Non-Exempt
EEO Category: C
Reports To: Field Operations Manager

Class Code: 558
Pay Band: 26

GENERAL SUMMARY

Responsible for the leadership for specific divisions in field applications, mapping and surveillance in Ada County. Ensures the implementation and execution of procedures necessary for weed, pest, or mosquito daily operations. Prepares reports through the use of computer software, and performs related functions as required.

ESSENTIAL FUNCTIONS

- Coordinates Weed, Pest, or Mosquito crews to achieve departmental goals;
- Assists management in implementing new projects, policies and procedures;
- Trains employees on the use of GPS and mobile computer equipment;
- Reviews field operations with management;
- Leads and implements approved projects and ensures timely completion;
- Coordinates work orders with crews and reports on completion;
- Reports field application, enforcement and work order problems to manager;
- Compiles data and performs data analysis relating to workflow, productivity, efficiency, and uses data to recommend improvements and coordination of activities;
- Uses GIS software for data analysis, map generation, planning and routing;
- Recommends upgrades and equipment repairs;
- Ensures that department policies and procedures are followed;
- Recommends appropriate staffing levels;
- Reviews field staff time records;
- Keeps management apprised of personnel issues;
- Assists in completing employee performance evaluations;
- Conducts presentations for training and outreach.

ADDITIONAL FUNCTIONS

- May act as backup for the Field Operations Manager;
- May assist field technicians in performing their duties;
- Leads approved research and controlled field experimentation;
- Provides training recommendations based on experiences from the field crews;
- Reviews and follows information on chemical labels and SDS sheets;
- Performs related functions as required.

JOB REQUIREMENTS

- Bachelor's Degree in Biological, Environmental Science, or a related field; OR an equivalent combination of education and experience required;
- A minimum of one year of experience working in weed, vector or pest control, or related field;
- A minimum of one year of experience using GIS and Microsoft Access software preferred;

- A minimum of one year experience in team leadership/supervision preferred;
- Knowledge of pesticide products, application techniques, safety, and handling;
- Knowledge of pertinent federal, state and local laws, codes and regulations;
- Skill using MS Excel, MS Word, and PowerPoint software at an intermediate level;
- Ability to compile data and information for reports, and make presentations in group settings;
- Ability to make field observations and develop recommendations for department activities;
- Ability to show initiative and work with indirect supervision;
- Ability to train and supervise the work crews;
- Ability to display professionalism when working with the public;
- Ability to communicate effectively verbally and in writing;
- Ability to use GPS equipment for mapping and pesticide applications;
- Ability to establish and maintain cooperative working relationships with managers and co-workers.

SPECIFIC DEPARTMENTAL REQUIREMENTS

Mosquito:

- Must obtain a Professional Applicator's license with the following categories: Public Health, and Law and Safety within one month of hire;
- Identifies insects from field samples and electronically records data regarding species, population and location;
- Tests for vector borne diseases;
- Coordinates activities that achieve departmental goals related to mosquito abatement;
- Ability to understand mosquito physical characteristics in all stages of development and breeding habitats, and the life cycle of mosquito species in Idaho;
- Knowledge of mosquito abatement practices and procedures;
- Knowledge of mosquito products, mosquito habitat, and pesticide application techniques;

Weed:

- Must obtain a Professional Applicator's license with the following categories: Law and Safety, Agricultural Herbicide, Ornamental Herbicide and Aquatic Weed within one month of hire;
- Coordinates activities that achieve departmental goals related to weed control;
- Performs inspections to certify areas as noxious weed free;
- Knowledge of weed control products and herbicide application techniques;
- Knowledge of noxious, nuisance, aquatic, invasive weeds, and crops in Southern Idaho; and
- Ability to recognize and identify weeds on the State Noxious Weed List.

Pest:

- Must obtain a Professional Applicator's license with the following categories: Law and Safety, Rodent Control, General Vertebrate Control, or General Pest Control within one month of hire;
- Coordinates activities that achieve departmental goals related to pest control;
- Sets pest control area boundaries or routes;
- Advises landowners regarding identification and control of pests; and
- Assigns chemicals to crews and coordinates chemical ordering with inventory specialist for pest control.

OTHER REQUIREMENTS

- Must possess and maintain a valid driver's license and a good driving record in accordance with Ada County policy;
- This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing;

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- The nature of the work may require the incumbent to be in the field for long periods of time under various weather conditions;
- The work requires moving, transporting, and using of pesticides;
- The incumbent is required to move over the land and through fields;
- Must negotiate fences, hazardous or steep terrain with rough, rocky and/or wet surfaces;
- Must be able to lift up to 50 lbs.;
- Will be exposed to dogs, farm animals, snakes, and biting and stinging insects.
- Etc.

DISCLAIMER:

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Adopted: 3/11 M. Sucher

Revised: 2/15 M. Sucher