
Kings Mosquito Abatement District

POLICY HANDBOOK

POLICY TITLE: Job Description – Superintendent
POLICY NUMBER: 2420

2420.1 Description. Under the Direction of the District Manager or Assistant District Manager, the Superintendent is in charge of the day-to-day field operations of the District. The Superintendent is a management-level position and an exempt employee.

2420.2 Position Characteristics. The incumbent assists in the organization of District programs including the planning, direction, and supervision of all vector control inspection and control activities. The Superintendent enforces all District policies, programs and standards. Morale and discipline of employees, including, if necessary, the firing of seasonal employees are among the responsibilities of this position.

2420.3 Examples of Duties. Duties may include, but are not limited to:

2420.3.1 May represent the District before the public in operationally related matters.

2420.3.2 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 Manager in the recruitment, training, counseling, evaluation and the discipline of personnel. Understands and enforces all District policies.

2420.3.3 May assist Assistant Manager/Biologist with evaluating; efficacy of field applications of pesticides; resistance of vectors to pesticides used; computing dosage and application rates of pesticides; determining pesticide use by vector species, season, environmental conditions and available equipment.

2420.3.4 Assist in the source reduction effort of the District, through the reduction or elimination of environmental or cultural factors that are favorable to vector production.

2420.3.5 Provides field training and instruction of personnel including seasonal employees. Prepares training materials for in-service training and for operational purposes.

2420.3.6 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.

2420.3.7 Works with the Management to ensure a harmonious integration of the activities of all District employees and programs to maintain the excellence of the Kings Mosquito Abatement District's service to the public. The Superintendent will know and adhere to all District rules, regulations and policies.

2420.4 Special Requirements.

2420.4.1 Bachelor's degree (B.S.) from an accredited four-year college or university; or five years related experience and/or training; or equivalent combination of education and experience.

2420.4.2 Must have a valid California driver's license with a good driving record and be insurable using the accepted guidelines of the District's insurance provider.

2420.4.3 Maintain certification by the State of California in Mosquito Control.

2420.5 Knowledge and Abilities.

2420.5.1 Ability to read, analyzes, and interpret technical journals, professional journals, technical procedures, or governmental regulations.

2420.5.2 Ability to write reports, correspondence and procedure manuals.

2420.5.3 Ability to respond to common inquiries or complaints, regulatory agencies, or members of the professional community.

2420.5.4 Ability to effectively present information to management, public groups, and board of directors.

2420.5.5 Ability to relate mathematical concepts such as rate, ratio, percentages, area and volume to practical situations.

2420.5.6 Ability to comprehend and apply principles of modern algebra and statistics.

2420.5.7 Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

2420.5.8 Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases.

2420.5.9 Ability to deal with a variety of abstract and concrete variables.

2420.6 Physical Demands.

2420.6.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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2420.6.3 While performing the duties of this position, the employee is regularly required to talk and hear.

2420.6.4 The employee frequently is required to stand, walk, and sit.

2420.6.5 The employee is required to use hands to finger, handle, or feel; reach with hands and arms; and climb or balance.

2420.6.6 The employee must occasionally lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.

2420.6.7 Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

2420.7 Work Environment.

2420.7.1 The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2420.7.2 While performing the duties of this position, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The noise level in the work environment is usually moderate.