



JOB DESCRIPTION
PUBLIC WORKS ADMINISTRATOR
Public Works

GENERAL STATEMENT OF JOB

Under limited supervision, this position provides oversight and manages the Integrated Pest Management (IPM) mosquito control program by training personnel, educating the public, and coordinating activities with federal, state and local agencies to ensure regulatory compliance. Reports to the Assistant Director of Public Works

ESSENTIAL JOB FUNCTIONS

Coordinates and administers identification, surveillance, inspections and extermination of mosquitos and other insects and pest programs and departmental operations; conducts field and laboratory studies to measure operational efficacy; records data, and ensures compliance with state and federal pesticide regulations.

Plans, assigns and supervises work performed by Mosquito Control Technicians responsible for suppressing and controlling mosquitoes; maintains reports of mosquito breeding problems; provides assistance and guidance in control measures utilizing ground-spray equipment; determines areas where larvicide and adulticide work is needed; monitors operations and mosquito inspection activities, supervises the preparation of insecticides used to suppress and control mosquitoes, and coordinates aerial-spray programs.

Responsible for the effective supervision and administration, of, to include, budget preparation and monitoring expenditures, staff development and training, succession planning, performance management, prioritizing and assigning work, and related activities.

Performs special inspections as necessary; prepares and maintains written reports and records as required by law; responds to public complaints against mosquito nuisance; provides information to the general public, and performs all public relations for the Mosquito Control Section; keeps abreast of current and future issues and trends; and may review plans prepared by contractors, vendors or agencies to ensure compliance with city code, state regulations and environmental standards.

Establishes systems for ensuring city and departmental personnel policies and procedures are appropriately administered; assists with departmental human resources functions, to include employee relations and staff development programs and develops departmental strategic plans, research and evaluations.

Performs other duties as assigned.

EDUCATION & EXPERIENCE

Requires a Bachelor's Degree in Biology, Entomology, Environmental Science/Engineering, or a closely related field, and at least three (3) years of experience in entomology, biology, environmental service, laboratory operations, mosquito or large-scale insect control, regulatory compliance, environmental science, a related field, or an equivalent combination of education and experience, and at least 2-3 years of supervisory experience.

SPECIAL REQUIREMENTS

Must possess, or obtain within six months of hire date, and maintain a valid Virginia Certified Pesticide Applicators License, including Public Health (Category 8), Aquatic Pest Control-General (Category 5-A), Right-of-Way Pest Control (Category 6).

This position requires pre-employment medical evaluation and substance abuse testing and is subject to random alcohol and controlled substance testing.

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A valid driver's license with an acceptable driving record.

This job is considered essential personnel, and requires attendance and work during and following natural disasters and emergency situations.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of trucks, boats, ATV's, automated office machines which include computer, adding machine, calculators, copiers, facsimile machines, telephones, etc. Must be able to exert up to 60 pounds of force occasionally and/or an amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary Work involves sitting most of the time, but may involve walking or standing for periods of time, may have the need to traverse uneven ground with tall grass or dense vegetation, mud and or water. Exposure to dense populations of insects, heat and humidity.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, records, forms, statistical summaries, policy manuals, etc. Requires the ability to prepare reports, correspondence, records, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatical form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including legal, medical and insurance terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas, to add and subtract, multiply and divide. Must be able to utilize decimals and percentages; interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Knowledge of the use and care of all types of mosquito control tools, equipment, instruments, chemicals and supplies; knowledge in fiscal reporting systems and budget preparation including operational, state funded assistance, and grant programs; ability to interpret experimental survey and related data into operational techniques; and ability to utilize topographic, soil, street and aerial maps. Has thorough knowledge of Local, State and Federal laws, ordinances, rules and regulations governing pesticide applications, Integrated Pest Management

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(IPM) programs. Has thorough knowledge of the policies, procedures, rules and regulations of programs, as administered through state, federal and local agencies in the application of pesticides. Considerable knowledge in the following modern methods, techniques, procedures and application processes within a mosquito control program operations; knowledge in supervising, managing, and coordination of all mosquito control operations, knowledge of county, state and federal rules, regulations and laws governing mosquito control.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Essential Job Functions."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, city policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to city policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with city policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the city. Interacts effectively with fellow employees, Public Works management, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establish a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the city and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the city regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the division. Within the constraints of city policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are

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expected of them and that they are regularly and appropriately informed of all city and department matters affecting them and/or of concern to them.

Staffing: Works with other department officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the department. Personally directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of city standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and the department. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of city policies regarding the division, department, and city function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the city and continually reviews division policies in order to ensure that any changes in city philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.