

***Agricultural Pest Control Supervisor***  
***Essential Task Rating Results***

<b>Task #</b>	<b>Task Statement</b>
1	Promote and enforce equal opportunity by maintaining a work environment that is free of discrimination and harassment.
2	Foster teamwork by motivating and encouraging staff to work together to maintain good working relationships using effective communication skills.
3	Assist and/or participate in the Progressive Discipline process to prevent, correct, and improve employee performance and/or address issues of substandard performance utilizing various resources such as knowledge, policies, and procedures in accordance with Departmental policy and State laws, rules and regulations.
4	Plan, direct, review and monitor the work of permanent and seasonal staff in inspection, survey, detection, eradication, treatment and control of invasive pests and utilize judgment and initiative in identifying, analyzing, and solving problems necessary for planning and decision making.
5	Oversee and monitor staff in the mixing, loading, storage, and application of pesticides, storage and proper use of Personal Protective Equipment to promote and provide a safe work environment utilizing Material Safety Data Sheets, Injury Illness Prevention Program, manuals, facility operational procedures, laws, rules, and regulations as required by law.
6	Prepare work plans, includes vehicle, personnel, and equipment needs for control, detection, eradication, and/or emergency project activities, and sterile insect technique in a single or multi county program to establish, maintain and enhance operations.
7	Communicate in a clear, concise, and respectful manner, orally and in writing, with a variety of individuals includes management, staff, public, various state and county agencies, etc., to seek or share information on a variety of topics by establishing and maintaining effective working relationships at all times.
8	Adhere to bargaining unit contracts by meeting with staff and union representatives to discuss and resolve labor concerns.
9	Operate standard office equipment such as copiers, computers, fax machines, telephones, etc., maintains inventory and accountability of equipment and supplies to ensure the facility operates effectively and efficiently.
10	Appropriately handle stressful situations in the work place in a professional and tactful manner to avoid further escalation by utilizing effective interpersonal skills and techniques.

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11	Regularly provides on the job training to staff to assist in all aspects of inspection, survey, control, detection and eradication activities by teaching proper work techniques, safety procedures, department policies and procedures using resources such as various manuals, policies and procedures, training courses, hands-on training, etc., also includes new hire orientation.
12	Evaluate, provide feedback and follow-up on employee performance by completing probationary reports, annual performance reports (IDP's) and conducting meetings with employees in a timely manner.
13	Observe and maintain the safety and security of persons, property, and equipment of the facility to ensure a safe and secure environment in accordance with law, rules, Department policies and procedures.
14	Approve and/or deny time off requests taking into consideration workload of the unit utilizing department policies and procedures, union contract, etc. on a daily basis.
15	Hire and/or recommends new staff to fill vacancies within unit by conducting interviews and ensuring proper qualifications are met in accordance with departmental policies and procedures on an as needed basis.
16	Oversee, organize, and/or performs maintenance on various equipment includes sprayer systems, pumps, tanks, other spray equipment, insect rearing, greenhouse equipment, water treatment equipment, water monitoring meters or other environmental measurement equipment, etc., to ensure safety, proper operation and storage using equipment and maintenance manuals, communication, training, etc. as required.
17	Oversee, direct, and/or operates the installation, maintenance, and removal of the treatment equipment and/or apparatus installed in the contractor's aircraft, or on ground rigs, etc.; ensures staff assigned has all equipment, adequate supplies, and resources necessary to perform essential duties in accordance with rules and regulations for specified equipment.
18	Interpret and apply laws, rules and regulations, policies and procedures, etc., to ensure consistency and compliance to specific situations utilizing various resources.
19	Perform flight support duties such as aerial mapping, insect release and application or observation in aerial pesticide application, guidance and communication by helping identify and respond to hazards or sensitive locations that need to be avoided, ensure safety of all aerial ground support staff and maintenance of ground support equipment for air operations.
20	Prepare and/or authorize employees work schedules to maintain adequate coverage to ensure the effective and consistent operation of the facility.

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21	Maintain and secure supervisor working files such as disciplinary documents, contact information, duty statements, etc., to keep accurate records of employees ensuring materials are available for future reference.
22	Prepare written documents including reports, correspondence, memorandums, justifications, etc., to provide various data/information to staff/management, public, other agencies etc., utilizing effective communication skills, research, professional knowledge and experience, laws, rules, regulations, and departmental policies and procedures as needed.
23	Maintain accurate records in order to comply with laws, rules, regulations, and retain historical data utilizing computer data systems, paper filing systems, laws, rules, and regulations on a continuous basis.
24	Responsible for the care and maintenance of assigned State vehicle, gas credit card, including daily inspection of vehicle for oil, coolant, brake fluid, lights, proper tire inflation, makes sure vehicle is clean inside and out, immediately reports all damage relating to vehicle accidents and/or vandalism.
25	Act as Facility Manager/Director by overseeing the general operation of the facility in the absence of the Facility Manager/Director, Agriculture Program Supervisor III.
26	Attend and/or coordinate meetings with staff, management, federal, state, county personnel, the public, homeowners, growers, etc, in order to share and receive information, provide updates, educate on program objectives, etc. regarding current work.
27	Collaborate with State, County and Federal agencies to facilitate cooperation in routine and emergency projects, etc., including work agreements (Memorandum of Agreement and Memorandum of Understanding) to establish and maintain effective working relationships.
28	Oversee and/or order supplies and equipment in order to maintain a well-equipped office, ensuring staff have the supplies, office equipment, and materials necessary to do their assigned tasks, etc., utilizing inventories of current supplies and equipment, supply catalogues, standard forms, purchase orders, written communication skills, etc. on an as needed basis.
29	Approve, review, and/or make travel arrangements for self and/or crew, including transportation, accommodations, and travel advances, etc., when traveling to other work locations or emergency projects on an as needed basis.