

Agricultural Pest Control Specialist Essential Task Rating Results

Task #	Task Statement
1	Prepare work plans, includes vehicle, personnel, and equipment needs for control, detection, eradication, survey, and/or emergency project activities, and sterile insect technique in a single or multi county program to establish, maintain and enhance operations.
2	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.
3	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 Pesticide Label and Safety Data Sheets (SDS), Injury Illness Prevention Program, manuals, facility operational procedures, laws, rules, and regulations as required by law.
4	Lead the work of an ongoing detection survey and eradication operations of the various emergency projects program, which includes prioritizing work assignments for office (Agricultural Aide, Agricultural Technician I, Agricultural Technician II, etc.) and field personnel (seasonal staff, contractors, farm workers, etc.) within CDFR and private entities (farms, nursery, residence, etc.).
5	Provides direction and training to various field personnel (seasonal staff, farm workers, etc.) for the field survey work unit on a daily basis to ensure what needs to be accomplished that day and answer any questions regarding the assignment.
6	Provides training for emergency project personnel on pesticide laws and regulations, including hands on training of pesticide safety, permit procedures, calibration, and/or application.
7	Using a checklist to review work activities of field personnel (seasonal staff, farm workers, etc.) to verify assignments completed.
8	Perform quality control (such as, field performance, documentation, etc.) inspections by observing and reviewing the work from field personnel (seasonal staff, farm workers, etc.) to make sure they are following protocol.
9	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, etc. on an as needed basis.
10	Attend and/or coordinate meetings with staff, 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.
11	Utilize various Geographical Information System (GIS) programs to facilitate trapping, survey, eradication activities and/or emergency projects.

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12	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.
13	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.
14	Performs calibration of liquid and/or granular application of ground or aquatic pesticides.
15	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.
16	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.
17	Maintain accurate records in order to comply with laws, rules, regulations, and retain historical data utilizing computer data systems and/or paper filing systems on a continuous basis.
18	Oversee the care and maintenance of assigned State or rental vehicles, 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.
19	Maintain and keep current list of vehicles and a log of repairs for detection and/ or eradication projects. .
20	Submission of monthly auto logs and vehicle summaries to Headquarters.
21	Regularly provide on the job training to field personnel 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.
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	Collaborate with State, County, and Federal agencies to facilitate cooperation in routine and emergency projects, etc., in order to uphold the terms of an agreement (such as, Memorandum of Agreement, Memorandum of Understanding, etc.) to establish and maintain effective working relationships.

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24	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.
25	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.
26	Promote and enforce equal opportunity by maintaining a work environment that is free of discrimination and harassment.
27	Foster teamwork by motivating and encouraging staff to work together to maintain good working relationships using effective communication skills.
28	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.