

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**  
43-420 Trader Place, Indio, CA 92201 • (760) 342-8287 • FAX (760) 342-8110  
[www.cvmosquito.org](http://www.cvmosquito.org)

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POSITION: Operations Program Coordinator

SALARY: \$8,427.35 – \$10,755.67 (Teamsters Bargaining Unit)

BENEFITS: Full benefit package (retirement, medical, dental, vision, sick leave, 12 ½ paid holidays annually)

STATUS: Regular full time

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**Definition of the Position:** The *Operations Program Coordinator* is an *exempt, at-will* position responsible for the District's vector control programs. The *Operations Program Coordinator* develops, plans, coordinates, prioritizes, reviews, and helps to implement the programs of the Operations Department. The *Operations Program Coordinator* performs related duties as assigned, to meet the District's operational workflow needs. Excellent communication, leadership skills, and sound judgment are required.

### **Essential Duties**

1. Oversees the development, implementation, and evaluation of special Operations Department programs, projects, and services.
2. Coordinates work with other governmental agencies, community associations, and property owners, to promote and support long term solutions to vector sources.
3. Serves as the Operations Department liaison to other District departments on collaborative projects to ensure effective communication, efficiency, and efficacy of special projects.
4. Assists the Operations Manager and Field Supervisors in planning for and evaluating the effectiveness of the Integrated Vector Management Program (IVM) services.

5. Develops protocols or standard operating Procedures for the Operations Department's new IVM programs.
6. Develops, reviews and updates current protocols and procedures on an annual basis or sooner, as needed.
7. Ensures that collaboration and communication between Operations Department and Surveillance and Quality Control Department is timely and effective at all times.
8. Coordinates and oversees pesticide inventory accuracy and preparation of District's monthly *Agricultural Commissioner Reports*.
9. Updates documents to outside agencies in a timely manner, annually.
10. Generates department reports and presentations providing updated information.
11. Participates in preparation of annual Operational District budget and monitors expenditures.
12. Creates and maintains a high-performance environment characterized by positive leadership and a strong team orientation.
13. Serves as Acting Operations Manager as assigned and performs other duties and responsibilities as required.
14. Performs other related work as required.

**Knowledge and Skills:** To be successful in this position, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required for the *Operations Program Coordinator* position.

**Education and Experience:** A bachelor's degree in biology or related field from a recognized college or university, and five years of full-time paid related experience that includes three or more years in a supervisory capacity. Related full-time paid experience may be substituted for the required education on a year-for-year basis up to three years.

**Other:** Possession of a valid California driver's license and driving record acceptable to CVMVCD insurance carrier; possession of, or within one year of employment must

possess, all certificates from California Department of Public Pesticide Application and Safety/Mosquito Biology and Control, Vertebrate Vector Control and Terrestrial Invertebrate Vector Control; successful completion of pre-employment physical examination, drug screening, and background check.

### **Working Conditions:**

The *Operations Program Coordinator* may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions; and verbally abusive behavior from hostile individuals.

### **Functional Requirements:**

- Ability to mix, load, and apply pesticides in containers weighing up to 50 pounds according to label specifications and established standards; and periodically\* traverse uneven ground such as fields, dirt banks, stream beds, and shallow ponds carrying equipment and materials up to 50 pounds; operate specialized equipment such as boats, all-terrain vehicles and other mechanized equipment
- Ability to tolerate exposure to hazardous control materials, venomous insects, vectors and vector-borne diseases, rough terrain, inclement weather conditions, vicious animals, poisonous plants and animals
- Ability to use gross manipulation by hand; carry items; perform repetitive motion associated with computer usage; walk; climb a ladder and operate spray equipment; bend; twist; crawl; balance; lift; push; perform simple grasping; power grip; squat/crouch; kneel; reach; climb; pull; smell
- Ability to demonstrate measurable visual depth perception and color vision; have a minimum of single ear aided hearing

- \* Periodically – Activity or condition exists up to 25 percent of the time  
Occasionally – Activity or condition exists from 25 to 50 percent of the time  
Regularly – Activity or condition exists from 50 to 75 percent of the time  
Frequently – Activity or condition exists 75 percent or more of the time

Other relevant knowledge and abilities may be considered in-lieu of, or in addition to, the foregoing.

### **Environmental Conditions**

Approximately one third of the work is performed in extremely high temperatures which may include the requirement that heavy protective gear and equipment be carried. Extreme dryness is present much of the time although some weather conditions or locations include humid conditions. The employee will be exposed to hazards which include insect bites, chemicals, fumes and dust.