

## Pest Abatement District Manager

The Twin Falls County Pest Abatement District is seeking a Pest Abatement Manager to oversee district activities including execution of a pest abatement plan, management of staff, and budgeting and cooperative activities with agencies and organizations affected by the district. A detailed job description is available at [tfcpad.org](http://tfcpad.org). Please send cover letter, resume, a list of references, and salary requirements. Applicant may be subject to pre-employment background check including credit report, and drug test. For additional information contact Kirk Tubbs at 208-733-2338 or Sherry Olsen-Frank at [sherry6@cableone.net](mailto:sherry6@cableone.net) Applications can be sent to [tfcpad@qwestoffice.net](mailto:tfcpad@qwestoffice.net) or mailed to PO Box AC, Twin Falls, Id 83303-0094. Due by November 26, 2018. New hire is anticipated to start work in January.

## TWIN FALLS COUNTY PEST ABATEMENT DISTRICT MANAGER

**GENERAL STATEMENT OF DUTIES:** Directs assigned portions of the pest abatement program; supervises pest abatement staff; develops and executes the District's comprehensive management plans and any specific management plans (e.g., Black Fly Abatement and Mosquito Abatement); performs administrative duties relating to budgeting and purchasing; provides public education on the implementation of the comprehensive plan through multiple media and public education seminars; provides professional advice and instruction to the public regarding the control and management of mosquitoes and other declared pests occurring in the district.

### PRIMARY JOB RESPONSIBILITIES:

- Supervises the inspection and monitoring of pest infestations as outlined in comprehensive and coordinated plan;
- Monitors and manages enforcement of pest abatement program statutes;
- Recommends and conducts pest abatement public relations and community education programs;
- Prepares recommendations for the Pest Abatement Board regarding program budget needs and monitors assigned portions of the pest abatement budget;
- Supervises employees, assigns and reviews work, conducts performance evaluations and recommends disciplinary actions;
- Trains supervisors to perform deliverables of the comprehensive plan and evaluates the performance of the supervisors and the comprehensive plan's ability to provide SMART (Specific, Measurable, Attainable, Realistic, and Timely) deliverables;
- Assures personnel are trained on safety and the proper use and handling of any pesticides or chemicals used to implement the pest abatement program as prescribed to meet state and federal standards;
- Conducts staff meetings and briefings;
- Recommends research projects to improve the effectiveness of pest abatement control operations;
- Reviews development services construction documents for source development regarding all water storage and drainage construction issues;
- Operates a personal computer, PDA, and GPS equipment to compile reports and generate information as required;

- Represents the Pest Abatement District in operational, technical, public educational, and professional organizations and meetings;
- Furnishes scientific/technical data and recommendations for the informed execution of the fiscal and operational goals and objectives of the comprehensive and coordinated plan.

#### ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Assists with the preparation of documents for the Abatement Board, County Commissioners, and all State and Federal Departments for distribution as prescribed by law;
- Develops and maintains professional working relationships with agencies and organizations that work cooperatively with or are impacted by the Pest Abatement District and its activities;
- Provides information and technical advice in case of emergencies relating to department buildings, facilities, equipment, operations, and employees for fire, spill, or accidents;
- Assists in planning, procurement, usage, and maintenance of assigned portions of the program;
- Perform fiscal management duties as assigned by the Pest Abatement District Board;
- Perform other duties as assigned.

#### JOB SPECIFICATIONS:

- Must be able to obtain and maintain an Idaho Professional Applicators license, including the following categories: Public Health; Law and Safety;
- Bachelor's degree in a biology or life science related field (entomology, ecology) preferred;
- Work experience relating to pest management and ecology;
- Managerial and/or supervisory experience preferred;
- Knowledge of pest abatement control principles and practices and general integrated pest management (IPM) practices;
- Knowledge of Idaho Mosquito and Vermin Abatement statutes, rules and regulations;
- Knowledge of the life cycle of mosquitoes and other pest species in Idaho;
- Knowledge of GPS and other field data capture techniques;
- Knowledge of emergency response techniques;
- Ability to identify by physical inspection most mosquito breeding sites within the district;
- Ability to interpret and explain complex pesticide label directions to employees and the general public;
- Ability to establish good rapport with department employees, the general public and personnel from other government agencies in sometimes complex and adverse situations;
- Ability to interpret and apply policies and procedures;
- Ability to plan and supervise the execution of a systematic mosquito abatement program;
- Ability to exercise good judgment, initiative and resourcefulness to find solutions for difficult mosquito abatement problems;
- Ability to use a personal computer and to use MS Office software;
- Ability to supervise and motivate employees.

#### OTHER REQUIREMENTS:

- Must possess and maintain a valid Idaho driver's license and possess a good driving record.

#### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Work is performed in both an office and outdoor environment and incumbent may be subject to adverse environmental conditions;

- Occasionally required to lift up to 50 lbs.
- The incumbent is on call 24 hours a day in case of fires, spills and other emergencies.

**DISCLAIMER:**

To perform this job successfully, an individual must be able to perform the primary job functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. The Twin Falls County Pest Abatement Board has the exclusive right to alter this job description at any time without notice.