

SUPERVISOR (PEST CONTROL)

Duties and Responsibilities

This class of positions has three with Assignment Levels with varying degrees of latitude for independent initiative and judgment, and varying levels of responsibility. Supervises, coordinates and directs the activities of work crews inspecting for the presence of and removing refuse to eliminate rodent and insect conducive conditions and infestation in assigned areas. Performs related supervisory and administrative work of varying degrees of difficulty. All personnel perform related work.

Assignment Level I

Under supervision, with some latitude for independent initiative and judgment, performs tasks such as the following:

Examples of Typical Tasks

Schedules and supervises a moderately large work crew performing refuse removal activities. Ensures that work has been completed in accordance with bureau standards.

Arranges, schedules and oversees the transportation of crew members and equipment to work sites; ensures that adequate supplies are provided and supervises the storage of those supplies.

Coordinates the scheduling of Department of Sanitation trucks assigned to the Rodent Control Program's refuse removal activities.

SUPERVISOR (PEST CONTROL) (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Advises superiors of dangerous work sites that warrant the postponement or cancellation of scheduled refuse removal functions and recommends alternative rodent control procedures.

Works with building superintendents to maintain supplies and equipment and to schedule work. Communicates with building superintendents, landlords and tenants.

In the temporary absence of the supervisor, performs the duties of the supervisor.

Assignment Level II

Under general supervision, with general latitude for independent initiative and judgment, performs tasks such as the following:

Examples of Typical Tasks

Coordinates and supervises refuse removal activities of more than one crew working in an assigned area to identify and eliminate insect and rodent conducive conditions and infestation. Coordinates and allocates available personnel resources, equipment and supplies to work sites.

Monitors the performance of Supervisors (Pest Control), Assignment Level I in the field; evaluates the quality of work performed and the level of productivity achieved; and prepares reports on findings and takes corrective action as needed.

SUPERVISOR (PEST CONTROL) (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Surveys work sites prior to the commencement of operations in order to determine personnel and safety requirements. Makes frequent visits to work sites to monitor crews' activities. Makes final determination as to the completion of work site operations.

Aids in the design and supervision of special refuse removal projects and experiments. Makes recommendations to superiors regarding alternative rodent control procedures. Prepares, reviews and evaluates productivity records.

Orders inventory from the regional office and maintains appropriate inventory records. Meets with subordinates to discuss work site activities, procedures and areas of concern.

May perform Assignment Level I duties as required and may act for the supervisor in the supervisor's temporary absence.

Assignment Level III

Under administrative supervision, and with wide discretion for independent action, directs a pest control regional office charged with inspection for the presence of and elimination of insect and rodent infestation of all premises in an assigned region. Performs tasks such as the following:

SUPERVISOR (PEST CONTROL) (continued)

Assignment Level III (continued)

Examples of Typical Tasks

Develops and implements the work plan for inspection, clean-up, extermination and community education and coordinates these activities to achieve a reduction of insect and rodent population and improve environmental health and sanitation in an assigned area.

Prepares annual budget requests covering the personnel and supplies needed for the assigned region, and determines how allocated funds will be utilized.

Is responsible for all personnel and materials assigned to the pest control efforts in the assigned area.

Supervises and evaluates the administrative staff and the supervisors of pest control teams performing inspection, clean-up, extermination and community education duties in the assigned region.

Develops procedures for recording and making inventories of supplies, and makes periodic reports on these.

Schedules, coordinates and evaluates the work of the Department of Sanitation garbage removal teams under contract to the Bureau of Pest Control.

Coordinates activities in the assigned region with other City agencies and with utilities in environmental matters.

Deals directly with State and Federal funding agents.

Serves as chief community relations representative of the regional office.

SUPERVISOR (PEST CONTROL) (continued)Qualification Requirements

1. One year of full-time, satisfactory experience in a rodent control program in clean-up, extermination or community education activities related thereto; or
2. One year of full-time, satisfactory experience performing work in one or a combination of the following areas including three months experience supervising at least three individuals:
 - a. Rodent or pest control
 - b. Trash collection
 - c. Street cleaning
 - d. Park maintenance
 - e. Building cleaning
 - f. Community service work dealing with groups and individuals

SPECIAL NOTE: For placement in Assignment Level III:

- a) Four years of experience as a Supervisor (Pest Control) Assignment Level I or II; or
- b) A baccalaureate degree from an accredited college including or supplemented by at least 24 credits in biology, chemistry, physics, pharmacy, agriculture, sanitary engineering or a related science or engineering field and four years of full-time paid professional experience in an environmental sanitation program in inspection, quality control or program planning, at least one year of which must have been in a supervisory or administrative capacity; or

SUPERVISOR (PEST CONTROL) (continued)

Qualification Requirements (continued)

- c) A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five (5) years of full-time paid professional experience as described in (a) above, at least one year of which must have been in a supervisory or administration capacity; or
- d) A satisfactory equivalent combination of education and experience. However, all candidates must be high school graduates or possess the equivalent as described in (c) above and all candidates must have at least one year of full-time paid professional or administrative experience as described in (a) above.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.