



Career Service Authority

Vector Control Inspector

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GENERAL STATEMENT OF CLASS DUTIES

Performs inspections and control work for vectors of zoonotic diseases and enforces compliance with ordinances, rules, and regulations for the control of rodents, insects and other pest of public health significance.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the **Animal Control Investigator** that apprehends and impounds stray animals and unvaccinated, unlicensed, or unleashed dogs, and issues legal summonses to leash law violators and owners of unvaccinated and unlicensed dogs. This class is distinguished from the **Program Coordinator** that has supervisory duties over vector control staff; provides leadership, direction, and planning for the program; is responsible for budgetary and resource decisions; develops and implements record keeping functions needed for this program; and coordinates city wide efforts of all City Departments and agencies involved in the monitoring and control of zoonotic diseases.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guidelines in order to interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions of projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practice or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position performs lead work.

ESSENTIAL DUTIES

Investigates and resolves complaints of rodent and insect infestations of the exterior areas of residential, commercial, and public buildings, evaluates pest problems and recommends control measures.

Monitors compliance with applicable rules and regulations, re-investigates as necessary to ensure compliance with written notification of violations; coordinates with owners, operator, occupants, and other governmental agencies to resolve conflicts.

On the exterior of city owned property, determines appropriate control for vector problems, performs calculations to determine the amount of pesticide needed to control problem, and applies the appropriate pesticide.

Collects samples needed for testing of zoonotic diseases and prepares them to be sent to the laboratory for analysis.

Maintains complete and accurate reports of fieldwork and updates databases and other programs with these findings.

Participates in training classes and participates in educating the public on zoonotic issues and other insect, rodent and wildlife issues.

Responsible for proper care, storage, and use of equipment and pesticides assigned.

May issue summons and represent the city in legal actions or on special investigative boards.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Customer Service – Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Integrity/Honesty – Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; chooses an ethical course of action; is trustworthy.

Conflict Management – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Organizational Awareness – Knows how social, political, organizational, and technological systems work and operates effectively within them. This includes the policies, procedures, rules, and regulations of the work unit or organization.

Decision Making – Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Manages and Organizes Information – Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Arithmetic/Mathematical Reasoning – Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

Information Management – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Writing – Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Visual Identification – Accurately identifies people, animals, or objects based on knowledge of their characteristics.

Self-Management – Sets well-defined and realistic personal goals; monitors progress and is motivated to achieve; manages own time and deals with stress effectively

Memory – Recalls information that has been presented previously.

Reading – Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Self-Esteem – Believes in own self-worth, maintains a positive view of self, and displays a professional image.

Speaking – Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Biology – Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies and interactions with each other and the environment.

Chemistry – Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, storage, and disposal.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Teaching Others – Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Technology Application – Uses machines, tools, or equipment effectively. Uses computers and computer applications to analyze and communicate information in the appropriate format.

Knowledge of vector control methods and pesticides sufficiently, to be able to determine appropriate methods and pesticides to control infestations.

Knowledge of investigative techniques sufficient to be able to investigate complaints or violations of ordinances, rules, and regulations.

Knowledge of the safe use of pesticides and vector control methods sufficiently, to be able to establish a safe work environment for self and others.

Knowledge of training techniques that is sufficient to be able to train others in the work of the area.

Skill in researching, compiling, and distributing information relative to the field.

Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.

Physical Demands:

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Crouching: bending body downward and forward by bending legs.

Fingering: picking, pinching, or otherwise working with fingers.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Kneeling: bending legs to come to rest on one or both knees.

Lifting: raising or lowering an object from one level to another.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive motions: making frequent movements with a part of the body.

Stooping: bending the body by bending spine at the waist.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot.

Eye/hand/foot coordination: performing work through using two or more.

Hearing: perceiving the nature of sounds by the ear.

Near Acuity: ability to see clearly at 20 inches or less.

Ability to adjust vision to bring objects into focus.
Far Acuity: ability to see clearly at 20 feet or more.
Depth Perception: ability to judge distances and space relationships
Color Vision: ability to distinguish and identify different colors.
By position, Lifting: raising or lowering an object up to 10 pounds.

Working Environment:

Exposed to infection from disease-bearing specimens
Exposed to odorous chemical and specimens
Exposed to toxic chemicals
Exposure to infections and contagious diseases
Makes home visits
Pressure due to multiple calls and inquiries
Subject to burns and cuts
Subject to hazards of flammable, explosive gases
Subject to many interruptions
Subject to varying and unpredictable situations

Education Requirement:

Graduation from high school or completion of a GED Certificate.

Experience Requirement:

Two years of experience conducting public health inspections/investigations and/or vector control work.

Education/Experience Equivalency:

Two years of experience in pest control work or public health inspections/investigations.

Licensure and/or Certification:

Possession of a valid Colorado Class "R" Driver's License at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 05/11/2008

REVISED BY: Hameed Pousti

CLASS HISTORY:

09/16/1995--this class was originally created.

05/01/06--Essential duties, competencies, and licensure were updated. This job class specification is revised into the new format (HR Manager).

05/11/08—Licensure and/or Certification are modified. In the past, the Animal Care & Control used restricted use pesticides therefore, was required to be registered with the Colorado Dept of Agriculture. Currently, the Animal Care & Control does not use any restricted use pesticides therefore, no longer needs to be registered with the Commissioner of the Colorado Dept of Agriculture and does not need to have the employees in this position to be licensed as a qualified supervisor.