

JOB ANNOUNCEMENT

THIS ANNOUNCEMENT IS BEING DISTRIBUTED PURSUANT TO SECTION 3.01 OF THE DISTRICT PERSONNEL MANUAL.

SACRAMENTO/YOLO
MOSQUITO AND VECTOR
CONTROL DISTRICT

Shop Supervisor

Final Filing Date

Beginning October 4th, 2010 and open until filled

Position Status Regular full-time, subject to six-month probationary period.

Application Process Interested individuals must file a District application with the District Office located at 8631 Bond Road, Elk Grove, California 95624. Failure to complete your application and the instructions in this job announcement may result in your application being rejected. Please direct your application materials to Sacramento/Yolo Mosquito and Vector Control District, Attn: Shop Supervisor Position, 8631 Bond Road, Elk Grove, California 95624. For questions concerning this position, please contact the District Office at 916-685-1022

Job Description This position, under the general direction of the Manager and direct supervision of the *Assistant Manager*, is reasonably technical and supervisory work in the repair and maintenance of all equipment for the Sacramento-Yolo Mosquito and Vector Control District. Work involves full-scale leadership over personnel and equipment for the shop department. Employee exercises independent judgment in making decisions within the scope of various duties. Supervision is received through occasional inspections of work, reports, and performance in the assigned duties.

A complete Job Description can be obtained from the Main District Office.

Illustrative Tasks:

Supervises, plans, assigns, surveys, and evaluates the work for the shop department.
Supervises and assists in organizing the work of the mechanics to meet the various needs and situations; assigns appropriate personnel to sections or areas and makes adjustments in assignments as necessary
Provides input to management on necessary changes and modifications to the department.
Responsible for the performance of skilled tasks in repairing a wide variety of equipment used in mosquito control.
Keeps detailed records of equipment history, service and maintenance; keeps records of tools, and some supplies issued and compiles data on operating report as needed.
Responsible for the maintenance and orderliness of the physical plant facility, and equipment of the District; supervises employees assigned to assist in mechanical repair, housekeeping and custodial details; assigns tasks, provides instruction and inspects work.
Makes a daily report of work performed and other information as required
Supervises and assists in the task training of new personnel.
Repairs and overhauls automobiles, trucks, tractors, power sprayers, hand sprayers, and other equipment.
Knowledge of automotive equipment and the application used by the district and of the techniques and methods used in effecting minor repairs
Ability to establish and maintain effective working relationships with other employees and the public
Ability to understand and transmit oral and written instructions
Physical strength and ability to work out-of-doors and occasionally under adverse weather and public health situations.
Knowledge of the duties, responsibilities and policies of the Sacramento-Yolo Mosquito and Vector Control District
Considerable knowledge of the pesticides, methods, and techniques used in vector control activities.
Considerable knowledge of effective supervisory techniques and how to apply them
Performs related work as required

Minimum Qualifications/ Experience & Education It is the applicants responsibility to identify in their application materials how they meet the MINIMUM QUALIFICATIONS listed below:
Must have good presentation and poise; must have a valid California Driver's License; must be insurable with the District insurance carrier using the accepted guidelines of the insurance provider; Graduation from High School or equivalent; Ability to learn and understand the duties and

responsibilities of the Sacramento-Yolo Mosquito and Vector Control District; Ability to work cooperatively and effectively with other employees and the public; Ability to operate a vehicle observing legal and defensible driving practices, the ability to make arithmetical computations accurately and other related skills and abilities.

Possession of eight (8) of the following Automotive Service Excellence (ASE) Certificates: Engine Repair, Brakes, Automotive Transmission, Manual Transmission, Suspension and Steering, Electrical/Electronic Systems, Heating/Air conditioning, and Engine Performance; **or** must obtain within three years of employment and must be maintained throughout employment in this class.

Experience, Education and Special Notes

Possession of a valid California Department of Health services Certification in Mosquito Control, or must be obtained within eight months of employment and maintained throughout employment

A valid California driver's license will be required at the time of appointment and must be maintained throughout employment in this class. Must be insurable with District's insurance carrier.

Incumbent may be exposed to pesticides, chemicals, communicable diseases, and other health hazards; inclement weather conditions, verbal confrontations from members of the public. The incumbent may be required to work non-standard work schedule including evenings, weekends, and holidays.

The District reserves the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated at its sole and absolute discretion.

Examination and Selection Process	Applicants selected for interviews will be based on a qualifying evaluation of training, education and experience of the application information. Those candidates selected for interviews will receive a paneled oral interview to assess training, experience and ability to perform the duties of the position. Selection will be based on a combined overall assessment of the oral interview.
Medical testing	All persons selected for appointment must pass medical examinations administered by the Districts physician. Sacramento Yolo Mosquito and Vector Control District is committed to maintaining a drug and alcohol free workplace.
Compensation and Benefits	The starting salary for this position is \$ 5,085.00 paid monthly. Group Health, dental, vision, and life insurance is provided. The District participates in the CalPERS Retirement Plan 2.5% @ 55 formula. The District provides two different voluntary 457 Deferred Compensation plans 14 Holidays a year are recognized. 12 days sick leave per year are provided with unlimited accumulation. Upon retirement, used sick leave may be converted to retirement service credit. 12 to 25 days of vacation a year are provided, based on years of District service Workers compensation is provided. Employees are protected under the Workers Compensation Laws of California.

All qualified applicants will be considered for employment without regard to race, color, national origin, religion, gender, or sexual orientation. Please contact the District at least five (5) working days before a scheduled examination or interview if you require accommodation in the examination or interview process.

SACRAMENTO/YOLO MOSQUITO AND VECTOR CONTROL DISTRICT
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