

Job description

JOB OVERVIEW

JOB TITLE	E911 /Mosquito Control Coordinator
DEPARTMENT	911 and Mosquito
LOCATION	10979 NW Spring Street Bristol, Florida 32321
REPORTS TO	Liberty County Board of County Commissioners and Clerk of Court

DUTIES & RESPONSIBILITIES

E911

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages every aspect of the Enhanced 9-1-1 System, including 9-1-1 equipment procurement and maintenance, 9-1-1 database accuracy, and coordination of 9-1-1.
- Provides 911 addresses to businesses and residents.
- Prepares Scopes of Work and Requests for Proposal for the purchase of Enhanced 9-1-1 equipment, maintenance and repair of equipment, prepares contract review documentation and supervises the day-to-day execution of these contracts.
- Coordinates with the County Communications Director for training and examination of PSAP call takers.
- Develops short- and long-term plans and strategies for Enhanced 9-1-1 and communications interfaces, which includes preparation of annual operating and capital improvement budget, the preparation of contractual documents and, through the purchasing process, evaluates proposals which lead to the award of contracts.
- Prepares annual operating budget for 911 Department.
- Develop bid proposals, evaluates proposals, and make recommendations to Board for selection.
- Reviews purchase orders for compliance with applicable Federal, State, and local laws and guidelines.
- Responsible for authorizing and approving expenditures within the Department's budgetary constraints.
- Ensures Board policies are being implemented, e.g., Procurement, Personnel, etc.
- Acts as the project manager for system and facility installation and construction.
- Supervises all contractors involved in the upgrading and repair of any new and current equipment.
- Develops plans and strategies for upgrades to the Enhanced 9-1-1 systems to state of the art systems involving a number of phases and interrelated contracts spanning several years.
- Responsible for maintaining an accurate data base of the city and county street names, street address spans and law enforcement, fire and medical jurisdictions for each street. The 911 Director is the central point of contact between Enhanced 9-1-1 and the telephones/communications providers.
- Promote awareness among the citizens of the district as to the use of the 9-1-1 emergency telephone system.
- Coordinates with all law enforcement, fire and medical agencies in all matters pertaining to the 9-1-1 emergency telephone system, and provides periodic informational updates to all local jurisdictions and local agencies.
- Coordinates with participating telephone companies for all matters pertaining to operations and funding of Enhanced 9-1-1 systems (i.e., wire line, wireless, Voice over Internet Protocol, and all future technology interfaces).
- Coordinates with the County Building Department and Planning Department.
- Monitors new developments within the communications industry and recommends updates to the system as enhancements are developed.
- Administers an accurate 9-1-1 mapping display system as part of the call taking console equipment used to locate all 9-1-1 callers, including wire line, wireless, and VoIP.
- Attends the 9-1-1 Regional and Statewide meetings to discuss concerns and find solutions to 9-1-1 issues.
- Maintains a permanent 24 x 7 x 365 on-call status as well as a continuous voice logging and recording system and provides copies to 9-1-1 service users upon request.
- Acts as a Project Manager for major 9-1-1 equipment upgrades and replacements. The 911 Director coordinates every level of hardware and software installation and testing.

- Acts as a system analyst, periodically testing and reviewing the 9-1-1 and radio systems. The 911 Director recommends system upgrades and technical changes.
- Plans, designs, writes, edits, and produces informational publications about the 9-1-1 System for the service users and interested parties.
- Attend monthly Board meetings.
- Perform other duties as assigned.

Mosquito Control

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates field evaluations of pesticides and application equipment.
- Coordinate or assist as necessary in scheduling of crew and operational activities
- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Supervises the day-to-day activities of mosquito control and abatement, which includes planning, coordinating, administering, and evaluating programs, processes, procedures, systems, and standards; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards.
- Prepares and maintains a variety of logs, records, and reports related to daily activities; participates in compiling applicable reports for incorporation in applicable monthly and annual reports; enters applicable information into databases; compiles fiscal operational budget and financial data.
- Ensures all spray equipment is calibrated according to label specifications and that all mandated safety measures are adhered to which govern pesticide application.
- Maintains records and ensures accurate reporting of all mosquito activities.
- Prepares for distribution to public and Web site current information about mosquito diseases, their transmission, and current division activities if needed.
- Monitors and maintains chemicals, supplies, clothing, and equipment for staff engaged in mosquito control and abatement.
- Calculates appropriate amounts of chemicals to be applied in applicable areas, ensuring compliance with applicable laws and regulations.
- Develop bid proposals, evaluates proposals, and make recommendations to Board for selection.
- Review purchase orders for compliance with applicable Federal, State, and local laws and guidelines.
- Responsible for authorizing and approving expenditures within the Department's budgetary constraints.
- Ensures Board policies are being implemented, e.g., Procurement, Personnel, etc.
- In case of an emergency or crisis situation (e.g., hurricane, flood, etc.), the Mosquito Control Director is required to respond/perform recovery duties.
- Receives requests from citizens for mosquito monitoring; coordinates mosquito control and field observations to ensure areas are properly addressed and maintained; coordinates and oversees control methods, proper application of pesticides, program surveillance, and administrative data collection; coordinates follow-up observations and appropriate treatment methods.
- Performs basic maintenance on field equipment as necessary.
- Attend monthly Board meetings.
- Perform other duties as assigned.

(The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.)

REQUIRED EDUCATION & TRAINING/ LICENSE

- Valid Driver's License & the ability to obtain van driver certification. Must be able to maintain a clean driving record.
- Authorized to work in the United States
- Must pass a pre-employment drug screen, medical examination and successful completion of background screening
- Communicate effectively in English in both written and verbal forms
- Direct Deposit required
- Minimum High School diploma or equivalent

- Must possess or obtain within six (6) months of employment Public Health Pest Control licensure, and a valid Mosquito Control Director’s Certification in compliance with Florida Department of Agriculture and Consumer Services Rule 5E-13.032, Florida Administrative Code
- Must possess a working knowledge of sign construction and required regulations
- Must possess a working knowledge Automatic Location Identification (ALI), Automatic Number Identification (ANI), and Master Street Address Guide (MSAG), GeoCoding and a general knowledge of mapping techniques.
- Must possess a working knowledge of Environmental Systems Research Institute (ESRI) software, including the ability to construct roads and address points along with creating the correct addressing range and points for such.
- Use of department software systems and other data sets to review customer needs and trends in order to make service improvement recommendations.
- Must possess the ability to maintain and protect confidential information in a database that contains names, addresses, and telephone numbers.
- Knowledge, skills , abilities, and work experience may substitute for requirements listed above.

SKILLS & ABILITIES

- Working knowledge of sign construction and required regulations
- Working knowledge Automatic Location Identification (ALI), Automatic Number Identification (ANI), and Master Street Address Guide (MSAG), GeoCoding and a general knowledge of mapping techniques
- Working knowledge of Environmental Systems Research Institute (ESRI) software, including the ability to construct roads and address points along with creating the correct addressing range and points for such
- Ability to maintain and protect confidential information in a database that contains names, addresses, and telephone numbers

Work is performed in an environment requiring decisions that could lead to major community or organizational consequences if the appropriate decision is not made at the time.

WORKING CONDITIONS

WORK ENVIRONMENT	The worker is subject to inside and outside environmental conditions. Tasks may risk exposure to extreme temperatures, humidity, etc. While performing the duties of this job, the employee frequently works near moving mechanical parts; in high precarious places; and in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.
HOURS / SHIFTS	40 hours per week. Monday – Friday 8-5.
BENEFITS	A comprehensive benefits package that includes health, dental, vision, retirement, paid leave, etc.
EMPLOYEE SIGNATURE	

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.