

HOW TO BE A GOOD BOSS



*very good*

I THOUGHT I WAS! But in taking this course I see I can use the things learned in this class to do a better job in supervising those employees under my care.

First though, let me describe where and what my job is. My job is supervising the Escalon Region which is located in the southeast portion of the County which consist of 321 square miles. The region is divided between 6 zones, with over 1,500 known mosquito sources. Irrigation water is delivered by four (4) Irrigation Districts/ as well as private wells.

There are 140 agricultural waste sources (dairy & poultry ponds), four (4) Municipal Waste Treatment Plants, 4,900 planted acres of rice, irrigated pastures ranging in size from .25 acre - 1,300 acres, nut and fruit orchards, vineyards, hay, grain, and row crops. This area is bordered by three (3) rivers, the Calaveras, San Joaquin and Stanislaus.

Manteca, Ripon, Escalon and Lathrop are the incorporated cities, however, the communities of Linden, Peters, Farmington and Colledgeville also are located in this region.

*STKV Region Supervisor 1/1/92 - 11/30/06*

*Lodi Region 12/1/06-4/1/08*

A varied range of control techniques are used to combat the vector and nuisance mosquito. As San Joaquin County is comprised of very unique, but diverse, environments. Because of this diversity, the district is required to control mosquitoes using many different methods. These methods are divided into four categories, 1) direct control by the use of pesticides, 2) source reduction, including physical control, 3) biological control, and 4) utilizing legal abatement. The district currently carries 11 pesticides on inventory for use in direct or chemical control, which consist of larvicides, pupacides, and herbicides.

When using these pesticides, I am responsible for training my crew as well as overseeing the proper use and distribution of those chemicals. A trace of material may be used in some cases, and in some situations hundreds of gallons may have to be applied.

Under my guidance 40,000 acres were cold fogged and more than 80% of all aerial applications were made in this region.

Source reduction in our District consists of activities that modify a mosquito breeding source in such a way as to lessen its ability to produce mosquitoes. As Supervisor, I made contacts with property owners, California Fish & Game, and Reclamation districts then directed those activities.

Biological control is primarily accomplished through the use of fish. Mosquito fish are introduced into a variety of both permanent and seasonal sources. I coordinated the collection and dispersal of these fish in my region.

As in 1989, the district enforced the section of the Health and Safety Code pertaining to the production of mosquitoes. With the implementation of this, I participated in documentation by collecting mosquito samples, contacts with violators, and overseeing treatment of those sources.

From class, I have learned that there are three (3) major areas to use in being a good supervisor. They are GET ORGANIZED, HOW TO SET AND ACHIEVE GOALS, and HOW TO DELEGATE.

The first thing I learned I should do is to GET ORGANIZED. This can be accomplished by following ten (10) rules. These rules are: 1) Set Priorities, 2) Don't Procrastinate, 3) Take Charge of Interruptions, 4) Keep Your Workplace Neat, 5) Create One Calendar, 6) Handle Mail and Paperwork As It Comes In, 7) Consider Using A Tickler File, 8) Prepare In Advance To



Leave For Work Or Appointments, 9) Use Waiting Time Wisely, and 10) Schedule Some Leisure Time For Yourself.

The second thing I learned is HOW TO SET AND ACHIEVE GOALS. This can be accomplished by five (5) steps. These steps are 1) Believe in yourself; 2) Identify short term goals; 3) Make sure each goal is written down; 4) Answer these questions: a) What task need to be done?; b) What problem is likely to arise?; c) Who's help may I need?; and d) Does all this conform to my own long term values?; and 5) Is this goal graphable?

The third and final area is HOW TO DELEGATE. There are eight (8) steps to follow to be success in this area. They are: 1) Clearly define the desired result, 2) Clearly define the skills necessary to do the job, 3) Select the person and review #1 together, 4) Define what resources will be made available to the person, 5) Don't insist on How to do the job, 6) Establish a series of "return and report" deadlines, 7) Stand ready to help, and 8) Don't forget: you can delegate authority, but not responsiblity.

The bottom line is that <sup>I Strived To</sup> ~~the best boss~~ would create opportunities, release potential, remove obstacles, encourage growth and provide guidance.