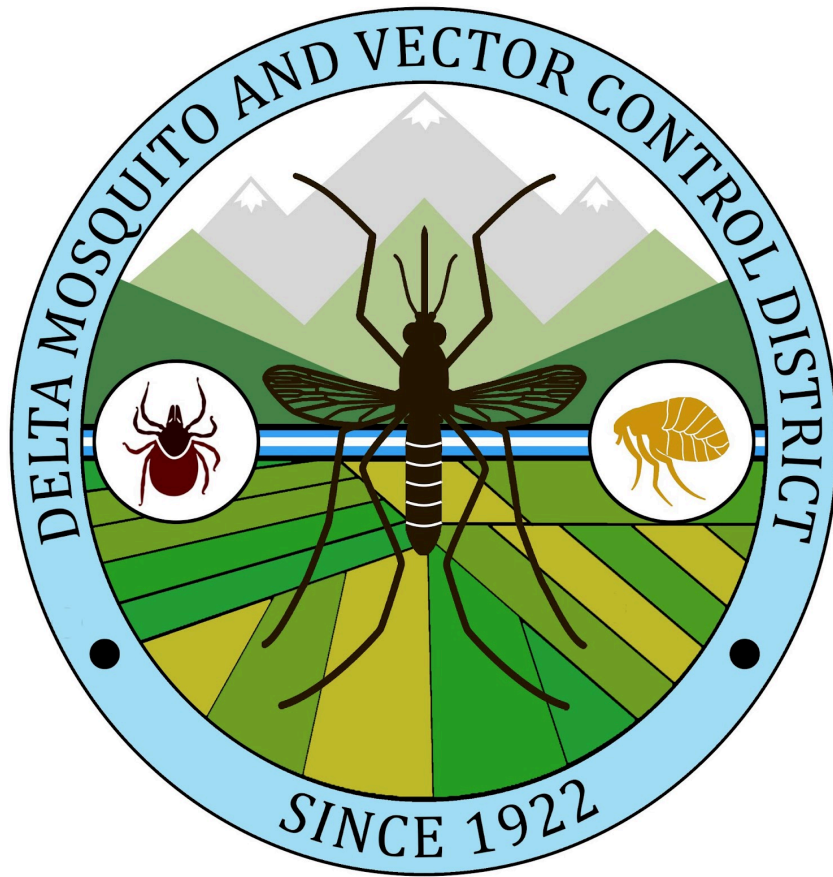
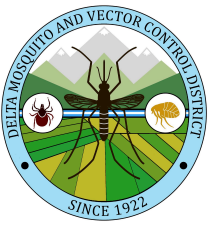


Attachment A
Fiscal Year 26-27



Delta Mosquito and Vector Control District
CLASSIFICATION PLAN



Classification Plan FY 26-27

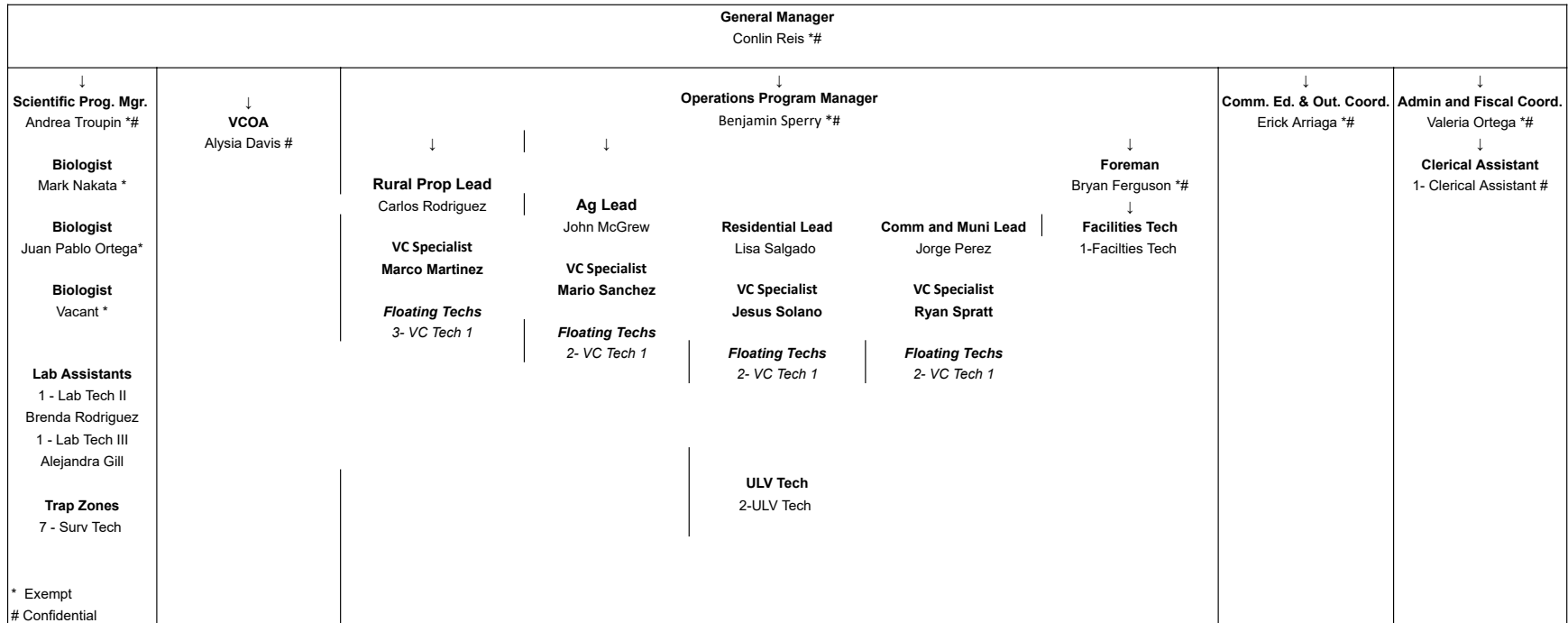
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- 1) Chain of Command
- 2) FY 26-27 Salary Schedule

3) Current Job Descriptions (Scheduled Positions)

- A. General Manager
- B. Scientific Program Manager
- C. Biologist
- D. Laboratory Technician III
- E. Laboratory Technician II
- F. Vector Surveillance Technician
- G. Vector Control Operations Analyst
- H. Operations Program Manager
- I. Foreman
- J. VC Leads (Municipal, Residential, Ag, Rural Prop)
- K. Vector Control Specialist
- L. Vector Control Technician I
- M. Admin and Fiscal Coordinator
- N. Seasonal Clerical Assistant
- O. Facilities Tech
- P. Extended VC Tech
- Q. Surv and Vector Control Tech
- R. Community Education and Outreach Coordinator (CEOC)
- S. ULV Support Tech

Chain of Command FY 26-27



* Exempt
 # Confidential

Effective July 2026									
General Manager	Annual Per Contract				210,592.89				
	Paysteps	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Regular Positions									
Program Manager	Annual	101,825.10	108,189.20	114,553.22	120,917.30	127,281.37	137,654.80		
Exempt	Per Month	8,238.28	8,753.17	9,268.06	9,782.95	10,297.85	11,137.12		
					(BS)		(AT)		
Biologist	Annual	94,783.14	100,707.10	106,631.03	112,555.02	118,478.91			
Exempt	Per Month	7,668.54	8,147.82	8,627.11	9,106.39	9,585.67			
				(PO)		(MN)			
Foreman	Annual	93,083.36	98,901.07	104,718.77	110,536.49	117,797.45			
Exempt	Per Month	7,531.02	8,001.71	8,472.39	8,943.08	9,530.54			
						(BF)			
Admin and Finance Coord	Annual	89,117.21	94,687.02	100,256.85	105,826.66	111,396.51			
	Per Month	7,210.13	7,660.76	8,111.40	8,562.03	9,012.66			
	Per Hour	\$42.84	\$45.52	\$48.20	\$50.88	\$53.56			
			(VO)						
Comm. Ed. & Outreach Coord.	Annual	82,479.99	87,634.94	92,789.94	97,944.95	103,099.94			
Exempt	Per Month	6,673.14	7,090.21	7,507.28	7,924.35	8,341.42			
						(EA)			
Vect. Control Ops Analyst	Annual	80,051.64	85,054.97	90,058.17	95,061.38	100,064.58			
	Per Month	\$6,476.67	\$6,881.47	\$7,286.26	\$7,691.05	\$8,095.84			
	Per Hour	\$38.49	\$40.89	\$43.30	\$45.70	\$48.11			
			(AD)						
VC Lead Tech	Annual	77,546.64	81,069.24	84,406.44	87,891.96	91,785.36			
	Per Month	\$6,274.00	\$6,559.00	\$6,829.00	\$7,111.00	\$7,426.00			
	Per Hour	\$37.28	\$38.98	\$40.58	\$42.26	\$44.13			
		(JS), (LS), (JP)	(CR)						
Lab Tech 3	Annual	70,257.70	74,648.81	79,039.90	83,431.02	87,822.12			
	Per Month	5,684.28	6,039.55	6,394.81	6,750.08	7,105.35			
	Per Hour	\$33.78	\$35.89	\$38.00	\$40.11	\$42.22			
					(AG)				
Lab Tech II/VC Specialist	Per Hour	\$33.78	\$35.89	\$38.00	\$40.11	\$42.22			
Temporary Positions									
Extended VC Tech (A/B Cert Required)	Per Hour	\$21.00	\$22.00	\$23.00	\$24.00	\$26.00	\$28.00	(1488 hours)	
Surveillance and Vector Control Technician	Per Hour	\$20.50	\$21.50	\$22.50	\$23.50	\$25.50	\$27.50	(1488 hours)	
VC Tech I/Facilities/Clerical Assistant/Surv Tech*	Per Hour	\$19.00	\$20.00	\$21.50	\$23.00	\$25.00	\$27.00	(1000 hours)	
					<i>*No Temp Position may advance beyond Step 3 without A/B VCT Cert</i>				

General Manager

DEFINITION

Under authority of the Board of Trustees, the General Manager: plans, organizes, and directs a comprehensive mosquito and vector control program for the Delta Vector Control District; provides policy guidance and program evaluation to the Board and management staff; encourages and facilitates provision of services; fosters cooperative working relationships with partner agencies, State and local intergovernmental and regulatory agencies and various public and private groups. The position is regarded as executive and technical in providing the leadership for planning and implementing short- and long-term programs. Work is performed in conformance with established policies and regulations and is subject to review by the Board of Trustees.

DISTINGUISHING CHARACTERISTICS

Must have dynamic leadership and excellent communication skills. Must have the basis of knowledge, experience, education, and demonstrated administrative ability to management, public budgeting, personnel, finance, and organizational skills.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

The following tasks are typical and may vary depending upon the assignment. These are not to be construed as exclusive or all inclusive. Other tasks within the scope of experience and capability may be required and assigned.

Prescribe and implement general rules, regulations, and policies for the Delta Vector Control District.

Subject to Board approval, determine and develop operating policies; define the organizational structure, divisions and assignment functions and lines of authority to carry out the District's purpose, including business, technical and scientific, and operating functions. Recommend salary structure and working conditions and maintains an employee relations program; responsible for developing a system to recruit, select, and assign subordinate employees; responsible for a system of planning, directing, and conducting training programs of District personnel; responsible for developing a system to review and evaluate work performance of subordinates.

Build positive and cooperative relationships with staff, encouraging them to continually advance in education, research, and community relations pursuits.

Develops, updates, and manages a comprehensive five-year strategic plan.

Possess excellent oral and written communication and presentation skills. Exceptional leadership skills to coach, inspire, encourage and solicit staff participation.

Evaluate program operations; confers with subordinate supervisors regarding progress and problems and provides consultation and assistance as required; coordinates work of the various functional units.

Direct special studies as required in problem areas; direct the conduct of technical and scientific research to develop effective mosquito control in the District; plans and modifies programs as indicated.

Prepare and administer annual budget, including analysis and justifications and present it for review and approval by the Board of Trustees; is responsible for the establishment and maintenance of an accounting system that maintains budgetary controls over expenditures; responsible for effective use of District property and documentation of all operations, maintenance of facilities/equipment, expenditures, and reviews record and takes appropriate actions when indicated.

Confer with attorneys and secures legal assistance as needed; prepare documentation of evidence(s) on public nuisances for action by the Board of Trustees and/or the District's attorney.

Plan and develop a program of public outreach and community education; develop a system of providing appropriate information for release via social media and to the news media including television, newspaper, and magazine.

Keeps informed of latest technical and associated developments in mosquito/vector control and related fields; consults regularly with California Department of Public Health, California Environmental Protection Agency departments, and University of California; regularly reviews the professional literature and participates actively in the programs of professional societies and associates.

MINIMUM QUALIFICATIONS

Listed below are some typical ways a person can obtain the required education, experience, knowledge and abilities to perform the responsibilities and tasks of the position. Equivalent combinations of training and experience may be considered qualifying at the sole discretion of the District.

Education and Experience:

- Bachelor's degree from an accredited college or university; an advanced degree is preferred; and
- Three years of experience in mosquito control or other related field; including two years of responsible supervisory work.

Licenses or Certifications:

- Must have a valid California driver's license with a good driving record and be insurable using the accepted guidelines of the insurance provider.

EMPLOYMENT STANDARDS

The following are examples of attributes and competencies which can be gained and demonstrated through experience, education and training, and are necessary to successfully perform the tasks and duties listed within the Examples of Important and Essential Duties.

Knowledge:

- Standard administrative practices, principles of organization and personnel management; · Scientific and technical subject matters applicable to promote programs to advance and benefit human and animal health, and contributing to the development of effective mosquito and vector control programs;
- Federal, State, and, local governmental laws, codes, rules, and regulations relative to mosquito and vector control;

- Modern office and financial accounting practices and procedures;
- Computer software applications and programs including word processing, databases, spreadsheets, e-mail and internet.

Ability to:

- Effectively communicate both orally and in writing with the Board of Trustees, public and coworkers in a tactful and courteous manner;
- Establish and maintain effective working relationships with appropriate governmental agencies, private organizations, and the general public;
- Read and understand District policies, personnel manual, and other standard operating guidelines.

Physical Demands:

The position of General Manager will require work which is varied in nature, including indoor office work and occasional outdoor physical work. Outdoor physical work includes, but is not limited to, set-up, clean-up, and participation at special events and educational presentations. The General Manager will need to be able to perform the following essential duties and functions of the position regularly sitting at desk and in meetings for long periods of time; occasionally reaching and twisting to reach equipment surrounding desk; occasional walking, standing, bending, stooping, and squatting; periodically pushing, pulling or lifting up to twenty (20) pounds; ability to read (with corrective vision if necessary); constant use of overall vision; regular computer use; occasional color and depth vision; regular repetitive motion; regular writing and typing; regular operation of office equipment, computers and clerical supplies; regular hearing and talking in person and on the phone; regular public and/or coworker contact; ability to use fine and gross motor coordination for driving.

Fair Labor Standards Act Overtime: Exempt, receives no overtime compensation. Periodically = Activity or condition exists less than 25% of the time

Occasionally = Activity or condition exists 25-50% of the time

Regularly = Activity or condition exists 50-75% of the time



Delta Mosquito & Vector Control District

Job Description:

Scientific Program Manager

DEFINITION

Under general direction, the Scientific Program Manager (SPM) plans, directs, and supervises the daily activities of the laboratory to support the District's vector and vector-borne disease surveillance and control programs and completes other related tasks that support the District mission as required.

POSITION STATUS

Full-time, FLSA exempt, probationary position.

DISTINGUISHING CHARACTERISTICS

The Scientific Program Manager (SPM) position differs from the lower class of Biologist in that the SPM is a management position. The SPM is responsible for the day-to-day activities of Additionally, Biologists assist in purchasing laboratory supplies, inventory, preparing reports, and maintaining laboratory equipment and facilities and are required to actively participate in professional associations, including publishing in peer-reviewed journals.

ESSENTIAL FUNCTIONS

Under the general direction of the Scientific Program Manager (SPM), the Biologist carries out assignments as trained, the details of which have been planned and organized by supervisory staff. Work is performed in accordance with established methods and safety protocols. Work assignments support the District's vector and vector-borne disease surveillance and control programs. Biologists are required to practice effective time-management skills to successfully complete assigned tasks independently or cooperatively with others.

Biologists carry out surveillance and control activities for mosquitoes and other vectors such as ticks, fleas, and kissing bugs. The Biologist prepares, sets, and collects vector surveillance traps throughout the District as well as cleans, maintains, and repairs traps as needed. Biologists process daily trap catches including sorting, identifying, tallying, and preparing vector specimens and other biological materials for in-house laboratory diagnosis and/or shipment for further analysis.

The Biologist tests mosquitoes, vertebrates, and other biological materials for the presence of vector-borne pathogens, such as West Nile virus, using established protocols. Biologists collect animal and bird carcasses that are potentially infected with vector-borne pathogens and prepare samples for analysis. They test and evaluate new technology as needed.

The Biologist maintains a healthy, stocked mosquitofish hatchery by cleaning fish tanks, testing water quality, adjusting water quality parameters, feeding fish stock, and carrying out other tasks as required. Biologists distribute mosquitofish to homeowners and vector control technicians.

Biologists process field larvae samples, maintain susceptible mosquito colonies, and monitors for insecticide resistance. The Biologist carries out routine insecticide resistance studies and efficacy studies including CDC Biobottle Assays, larvicide assays, and field cage trials. They may assist operations in control activities including equipment calibration and application of a variety of insecticides.

Biologists use computers, mobile data collection devices, and paper to accurately record daily

activities relating to surveillance, specimen collection, safety inspections, and other laboratory activities. Biologists are required to maintain detailed and accurate records of routine activities, experimental procedures, and results. They compile and analyze data, write reports, and publish. Biologists assist the SPM in maintaining inventories, planning laboratory activities, training seasonal workers, and laboratory purchases.

Biologists must safely drive motor vehicles on public and private roads as well as operate hand and power equipment as well as other tools. They use a combination of mobile mapping applications, such as Google or Apple maps, and paper maps to safely navigate throughout the District. The individual is expected to maintain a clean and safe work vehicle and to maintain associated equipment appropriately. Mechanical issues with their assigned motor vehicle or other equipment are promptly reported.

Biologists assist in maintaining a clean and organized workplace, which includes disinfecting work counters, sweeping, mopping, taking out trash, organizing, and other necessary activities. They participate in routine equipment and facility maintenance including calibrations, inspections, and minor repairs.

The Biologist works throughout the District including on public, residential, agricultural, and commercial properties in a variety of conditions. When Biologists interact with members of the public, they must do so in a calm, courteous, and professional manner. Biologists may assist with public outreach activities to increase awareness of the District's mission, vector-borne diseases, and vector control.

Biologists attend training sessions and read publications and manuals to keep informed of regulations, policies, and procedures. They notify the SPM of progress and problems, requesting consultation as required, and are responsible for following all protocols and guidelines provided. Biologists actively participate in professional associations (i.e., committees, publications, posters, presentations, etc.) and stay up to date on vector control issues, research, technology, and techniques. Biologists participate in the annual training of seasonal employees.

The individual must follow all safety policies and wear appropriate protective equipment as required by Federal, State, Local, and District policies and regulations. Physical labor such as cleaning fish tanks, walking over rough terrain, as well as loading and carrying surveillance equipment and supplies to work vehicles, trap locations, and storage areas is necessary. Appropriate personal protective equipment is supplied for all activities.

Other duties that support the District's goals may be assigned.

PROBATIONARY PERIOD

A twelve (12) month probationary period is required.

QUALIFICATIONS

Any combination of experience and education that provides the desired knowledge and abilities. Candidates with previous vector control related field, laboratory, or research experience preferred.

Education:

- Master of Science degree in biology, entomology, parasitology, ecology, public health, microbiology, environmental sciences or other closely related field.

Knowledge of:

- Standard vehicle operation including observing legal and defensive driving practices.
- Reading, writing, and oral communication.
- Time management and working independently as well as cooperatively with others.
- Mobile phone, tablet, and computer operations including applications such as text documents, spreadsheets, and statistical software.
- Basic mathematical operations and statistical analysis.
- General biology, epidemiology, ecology, parasitology, and medical entomology.
- Basic mosquito life cycle and field identification of genus and immature life stages.
- Basic principles and practices of vector and vector-borne disease surveillance and control.
- Principles and methodologies involved in scientific investigations including sampling methods and data collection.
- Molecular diagnostic techniques including RNA/DNA extraction and qRT-PCR.
- Safe use and handling of pesticides and other job related chemicals.
- General laboratory hazards, safety precautions, and procedures.
- Quality assurance and quality control procedures.
- Accurate recordkeeping.

Ability to:

- Plan and carry out required tasks with minimal supervision.
- Understand and follow oral and written instructions including those in text, diagram, or schedule form.
- Establish and maintain good working relationships with the public and fellow employees.
- Make accurate observations and maintain detailed records, field notes, and maps.
- Record data accurately using a mobile device and computer.
- Compile and analyze data for reports and publications.
- Navigate to various locations using a mobile device and/or paper maps.
- Understand Safety Data Sheets and chemical or pesticide label information.
- Complete daily vehicle safety inspection, fuel vehicle, and maintain a clean, organized work vehicle.
- Perform moderate to heavy physical labor frequently in temperatures above 90 degrees Fahrenheit.
- Calculate accurately, measure accurately, and adjust required supplies and equipment.
- Learn how to safely operate a manual transmission vehicle.
- Use personal protective equipment correctly.
- Use microscopes, pipettes, biological safety cabinets, chemical fume hoods, and centrifuges.
- Use dichotomous keys to identify specimens.

Licenses, certificates, and other special requirements:

- Possession of a valid California Class C driver's license with a good driving record during the entire time of employment. Employees are enrolled in the DMV Pull Notice Program.
- Must qualify for insurance coverage by the District's insurance carrier during employment. No major violations and no more than 3 points in a 12-month period, 5 in a

- 24-month, or 7 in a 36-month period on driving record. A DMV printout is required.
- Must be at least 18 years old.
- Successful completion of pre-employment physical examination and drug screening paid for by the District.
- Must pass and maintain Category A, B, C, and D of the California Department of Public Health Vector Control Technician Certification exam within 12 months of hire date.

WORKING CONDITIONS & SUPPLEMENTAL INFORMATION

The majority of the work in this position is performed in high humidity and/or temperature environments including the insectary, fish hatchery, and outdoors in varying temperatures and within and around various types of aquatic habitats including polluted water sources. Hazards may include insect bites, chemicals, fumes, dust, hazardous materials, venomous insects, vectors, vector-borne diseases, rough terrain, inclement weather conditions, vicious animals, poisonous plants, and venomous animals. This position requires frequent driving of automatic and/or manual transmission vehicles as well as getting in and out of vehicles frequently.

The following list of mental and physical demands are required to successfully perform the essential job duties of this class:

- Be physically able to perform manual labor, lift weights up to 50 pounds.
- Work under hot and unpleasant weather and environmental conditions, outdoors and indoors.
- Perform repetitive motions such as those associated with mobile device usage and loading/unloading work vehicles.
- Walk long distances and traverse rough, sloping and/or uneven ground such as yards, fields, dirt banks, stream beds, and shallow ponds.
- Be able to swim.
- Be able to tolerate insect bites and stings such as mosquito bites and, bee stings, etc.
- Be able to be vaccinated for various diseases to which the employee may be exposed to in the course of duties. Vaccinations may be required, at District expense, depending on changing exposure risk. The following vaccinations may be required within one year if employment: Covid-19, rabies, hepatitis, and tetanus.

Physical Demands:

Physical Activities	Rarely*	Sometimes*	Often*
Stand			X
Walk			X
Sit			X
Use hands to manipulate, feel, hold, or handle			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch, bend, or crawl			X

Physical Activities	Rarely*	Sometimes*	Often*
Talk or hear			X
Taste or smell			X
Lift up to 10 pounds			X
Lift up to 25 pounds		X	
Lift up to 50 pounds		X	
Lift up to 100 pounds	X		
Lift over 100 pounds	X		

* Rarely refers to 0-33%, Sometimes is 33-66%, and Often is 66-100% of the work day.

Vision Requirements

Close vision (clear vision at 20 inches or less): Identification of species and stage of larval development, driving, and use of a microscope.

Distance vision (clear vision at 20 feet or more): Environmental evaluation, control of vector sources, safety, and driving.

Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point): Environmental evaluation, control of mosquito vector source, safety, and driving.

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships): Environmental evaluation, control of mosquito vector source, safety, and driving.

Environmental Working Conditions

Work Environment	Rarely*	Sometimes*	Often*
Wet or humid			X
Near moving mechanical parts		X	
Outdoor weather conditions			X
Fumes of airborne particles		X	
Toxic or caustic chemicals			X
Extreme heat			X
Moderate Noise levels consistent with light traffic			X
Elevated Noise levels consistent with			X

automotive repair shop			
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* Rarely refers to 0-33%, Sometimes is 33-66%, and Often is 66-100% of the work day.

The Delta Mosquito and Vector Control District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status, or disability.

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

I, _____, have read and understand the job description for the Scientific Program Manager position including the essential work functions of this position. I am fully capable of performing all aspects of the Scientific Program Manager position while employed by the Delta Mosquito and Vector Control District.

Signature

Date



Delta Mosquito & Vector Control District

Job Description:

Biologist

DEFINITION

Under the general direction of the Scientific Program Manager, the Biologist conducts a variety of field and laboratory procedures to support the District's vector and vector-borne disease surveillance and control programs and completes other related tasks that support the District mission as required.

POSITION STATUS

Full-time, FLSA exempt, probationary position.

DISTINGUISHING CHARACTERISTICS

The Biologist position differs from the lower class of Laboratory Technician II in that the Biologist must obtain and maintain the California Department of Public Health Vector Control Technician certification in Categories A, B, C, and D. Biologists are qualified to perform laboratory operations including vector surveillance, vector-borne pathogen surveillance, insecticide resistance monitoring, insectary, and fish hatchery tasks. Additionally, Biologists assist in purchasing laboratory supplies, inventory, preparing reports, and maintaining laboratory equipment and facilities and are required to actively participate in professional associations, including publishing in peer-reviewed journals.

ESSENTIAL FUNCTIONS

Under the general direction of the Scientific Program Manager (SPM), the Biologist carries out assignments as trained, the details of which have been planned and organized by supervisory staff. Work is performed in accordance with established methods and safety protocols. Work assignments support the District's vector and vector-borne disease surveillance and control programs. Biologists are required to practice effective time-management skills to successfully complete assigned tasks independently or cooperatively with others.

Biologists carry out surveillance and control activities for mosquitoes and other vectors such as ticks, fleas, and kissing bugs. The Biologist prepares, sets, and collects vector surveillance traps throughout the District as well as cleans, maintains, and repairs traps as needed. Biologists process daily trap catches including sorting, identifying, tallying, and preparing vector specimens and other biological materials for in-house laboratory diagnosis and/or shipment for further analysis.

The Biologist tests mosquitoes, vertebrates, and other biological materials for the presence of vector-borne pathogens, such as West Nile virus, using established protocols. Biologists collect animal and bird carcasses that are potentially infected with vector-borne pathogens and prepare samples for analysis. They test and evaluate new technology as needed.

The Biologist maintains a healthy, stocked mosquitofish hatchery by cleaning fish tanks, testing water quality, adjusting water quality parameters, feeding fish stock, and carrying out other tasks as required. Biologists distribute mosquitofish to homeowners and vector control technicians.

Biologists process field larvae samples, maintain susceptible mosquito colonies, and monitors for insecticide resistance. The Biologist carries out routine insecticide resistance studies and efficacy studies including CDC Biobottle Assays, larvicide assays, and field cage trials. They may assist operations in control activities including equipment calibration and application of a

variety of insecticides.

Biologists use computers, mobile data collection devices, and paper to accurately record daily activities relating to surveillance, specimen collection, safety inspections, and other laboratory activities. Biologists are required to maintain detailed and accurate records of routine activities, experimental procedures, and results. They compile and analyze data, write reports, and publish. Biologists assist the SPM in maintaining inventories, planning laboratory activities, training seasonal workers, and laboratory purchases.

Biologists must safely drive motor vehicles on public and private roads as well as operate hand and power equipment as well as other tools. They use a combination of mobile mapping applications, such as Google or Apple maps, and paper maps to safely navigate throughout the District. The individual is expected to maintain a clean and safe work vehicle and to maintain associated equipment appropriately. Mechanical issues with their assigned motor vehicle or other equipment are promptly reported.

Biologists assist in maintaining a clean and organized workplace, which includes disinfecting work counters, sweeping, mopping, taking out trash, organizing, and other necessary activities. They participate in routine equipment and facility maintenance including calibrations, inspections, and minor repairs.

The Biologist works throughout the District including on public, residential, agricultural, and commercial properties in a variety of conditions. When Biologists interact with members of the public, they must do so in a calm, courteous, and professional manner. Biologists may assist with public outreach activities to increase awareness of the District's mission, vector-borne diseases, and vector control.

Biologists attend training sessions and read publications and manuals to keep informed of regulations, policies, and procedures. They notify the SPM of progress and problems, requesting consultation as required, and are responsible for following all protocols and guidelines provided. Biologists actively participate in professional associations (i.e., committees, publications, posters, presentations, etc.) and stay up to date on vector control issues, research, technology, and techniques. Biologists participate in the annual training of seasonal employees.

The individual must follow all safety policies and wear appropriate protective equipment as required by Federal, State, Local, and District policies and regulations. Physical labor such as cleaning fish tanks, walking over rough terrain, as well as loading and carrying surveillance equipment and supplies to work vehicles, trap locations, and storage areas is necessary. Appropriate personal protective equipment is supplied for all activities.

Other duties that support the District's goals may be assigned.

PROBATIONARY PERIOD

A twelve (12) month probationary period is required.

QUALIFICATIONS

Any combination of experience and education that provides the desired knowledge and abilities. Candidates with previous vector control related field, laboratory, or research experience preferred.

Education:

- Master of Science degree in biology, entomology, parasitology, ecology, public health, microbiology, environmental sciences or other closely related fields OR
- Bachelor of Science degree in biology, entomology, parasitology, ecology, public health, microbiology, environmental sciences or other closely related fields AND two (2) years experience in vector control or a related field.

Knowledge of:

- Standard vehicle operation including observing legal and defensive driving practices.
- Reading, writing, and oral communication.
- Time management and working independently as well as cooperatively with others.
- Mobile phone, tablet, and computer operations including applications such as text documents, spreadsheets, and statistical software.
- Basic mathematical operations and statistical analysis.
- General biology, epidemiology, ecology, parasitology, and medical entomology.
- Basic mosquito life cycle and field identification of genus and immature life stages.
- Basic principles and practices of vector and vector-borne disease surveillance and control.
- Principles and methodologies involved in scientific investigations including sampling methods and data collection.
- Molecular diagnostic techniques including RNA/DNA extraction and qRT-PCR.
- Safe use and handling of pesticides and other job related chemicals.
- General laboratory hazards, safety precautions, and procedures.
- Quality assurance and quality control procedures.
- Accurate recordkeeping.

Ability to:

- Plan and carry out required tasks with minimal supervision.
- Understand and follow oral and written instructions including those in text, diagram, or schedule form.
- Establish and maintain good working relationships with the public and fellow employees.
- Make accurate observations and maintain detailed records, field notes, and maps.
- Record data accurately using a mobile device and computer.
- Compile and analyze data for reports and publications.
- Navigate to various locations using a mobile device and/or paper maps.
- Understand Safety Data Sheets and chemical or pesticide label information.
- Complete daily vehicle safety inspection, fuel vehicle, and maintain a clean, organized work vehicle.
- Perform moderate to heavy physical labor frequently in temperatures above 90 degrees Fahrenheit.
- Calculate accurately, measure accurately, and adjust required supplies and equipment.
- Learn how to safely operate a manual transmission vehicle.
- Use personal protective equipment correctly.
- Use microscopes, pipettes, biological safety cabinets, chemical fume hoods, and centrifuges.
- Use dichotomous keys to identify specimens.

Licenses, certificates, and other special requirements:

- Possession of a valid California Class C driver’s license with a good driving record during the entire time of employment. Employees are enrolled in the DMV Pull Notice Program.
- Must qualify for insurance coverage by the District’s insurance carrier during employment. No major violations and no more than 3 points in a 12-month period, 5 in a 24-month, or 7 in a 36-month period on driving record. A DMV printout is required.
- Must be at least 18 years old.
- Successful completion of pre-employment physical examination and drug screening paid for by the District.
- Must pass and maintain Category A, B, C, and D of the California Department of Public Health Vector Control Technician Certification exam within 12 months of hire date.

WORKING CONDITIONS & SUPPLEMENTAL INFORMATION

The majority of the work in this position is performed in high humidity and/or temperature environments including the insectary, fish hatchery, and outdoors in varying temperatures and within and around various types of aquatic habitats including polluted water sources. Hazards may include insect bites, chemicals, fumes, dust, hazardous materials, venomous insects, vectors, vector-borne diseases, rough terrain, inclement weather conditions, vicious animals, poisonous plants, and venomous animals. This position requires frequent driving of automatic and/or manual transmission vehicles as well as getting in and out of vehicles frequently.

The following list of mental and physical demands are required to successfully perform the essential job duties of this class:

- Be physically able to perform manual labor, lift weights up to 50 pounds.
- Work under hot and unpleasant weather and environmental conditions, outdoors and indoors.
- Perform repetitive motions such as those associated with mobile device usage and loading/unloading work vehicles.
- Walk long distances and traverse rough, sloping and/or uneven ground such as yards, fields, dirt banks, stream beds, and shallow ponds.
- Be able to swim.
- Be able to tolerate insect bites and stings such as mosquito bites and, bee stings, etc.
- Be able to be vaccinated for various diseases to which the employee may be exposed to in the course of duties. Vaccinations may be required, at District expense, depending on changing exposure risk. The following vaccinations may be required within one year if employment: Covid-19, rabies, hepatitis, and tetanus.

Physical Demands:

Physical Activities	Rarely*	Sometimes*	Often*
Stand			X
Walk			X
Sit		X	
Use hands to manipulate, feel, hold, or handle			X
Reach with hands and arms			X

Physical Activities	Rarely*	Sometimes*	Often*
Climb or balance			X
Stoop, kneel, crouch, bend, or crawl			X
Talk or hear			X
Taste or smell			X
Lift up to 10 pounds			X
Lift up to 25 pounds		X	
Lift up to 50 pounds		X	
Lift up to 100 pounds	X		
Lift over 100 pounds	X		

* Rarely refers to 0-33%, Sometimes is 33-66%, and Often is 66-100% of the work day.

Vision Requirements

Close vision (clear vision at 20 inches or less): Identification of species and stage of larval development, driving, and use of a microscope.

Distance vision (clear vision at 20 feet or more): Environmental evaluation, control of vector sources, safety, and driving.

Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point): Environmental evaluation, control of mosquito vector source, safety, and driving.

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships): Environmental evaluation, control of mosquito vector source, safety, and driving.

Environmental Working Conditions

Work Environment	Rarely*	Sometimes*	Often*
Wet or humid			X
Near moving mechanical parts		X	
Outdoor weather conditions			X
Fumes of airborne particles		X	
Toxic or caustic chemicals			X
Extreme heat			X

Moderate Noise levels consistent with light traffic			X
Elevated Noise levels consistent with automotive repair shop			X

* Rarely refers to 0-33%, Sometimes is 33-66%, and Often is 66-100% of the work day.

The Delta Mosquito and Vector Control District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status, or disability.

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

I, _____, have read and understand the job description for the Biologist position including the essential work functions of this position. I am fully capable of performing all aspects of the Biologist position while employed by the Delta Mosquito and Vector Control District.

Signature

Date



Delta Mosquito & Vector Control District

Job Description:

Laboratory Technician III (Lab Tech III)

DEFINITION

Under general supervision, the Lab Tech III independently sets and retrieves mosquito and vector surveillance traps; assists with and leads the processing of mosquito trap catches; plays an enhanced role in the insectary and fish hatchery; maintains assigned equipment, laboratory space, and other work spaces; participates in research and special projects; assists in training and direction of seasonal technicians; and completes other related tasks that support the District mission as required.

POSITION STATUS

Full-time, FLSA non-exempt,, probationary position.

DISTINGUISHING CHARACTERISTICS

The Lab Tech III differs from the Lab Tech II in that it requires a higher level of responsibility and independent work. Lab Tech III plays an enhanced role in research activities and special projects, including potential opportunities to present or conduct practical research. Lab Tech III personnel are expected to work independently with minimal supervision and participate actively in ongoing District research and activities.

ESSENTIAL FUNCTIONS

Under general supervision, the Lab Tech III carries out assignments, demonstrating initiative and independent problem-solving abilities. The Lab Tech III is involved in planning and organizing laboratory activities and research tasks. Work is performed in accordance with established methods, safety protocols, and research procedures.

The Lab Tech III prepares, sets, and collects vector traps throughout the District, oversees trap maintenance and repair, and assists in processing daily trap catches including sorting and identification of specimens using a dichotomous key. Lab Tech III personnel lead operations in the mosquitofish hatchery including cleaning fish tanks, recording water quality measurements, and feeding mosquitofish. They process mosquito larvae samples, transfer developmental stages to appropriate containers, and feed immature mosquitoes.

Lab Tech III plays an enhanced role in coordinating field and laboratory work for research projects and surveillance activities, including data collection, analysis, and assisting in report preparation. They may also conduct presentations on their work or assist in the District's outreach activities.

Lab Tech III personnel may be asked to read professional journals and vector control research to stay informed of new developments in the field.

Laboratory technicians use mobile data collection devices to accurately record daily activities relating to surveillance, specimen collection, safety inspections, and other laboratory activities. They use a combination of mobile mapping applications, such as Google or Apple maps, and paper maps to safely navigate throughout the District.

Lab Tech III must safely drive motor vehicles on public and private roads and operate hand and power equipment as well as other tools. The individual is expected to maintain a clean and safe work vehicle and to maintain other equipment appropriately. Mechanical issues with assigned motor vehicles or other equipment are promptly reported to supervisors.

The individual must follow all safety policies and wear appropriate protective equipment as required by Federal, State, Local, and District policies and regulations. Appropriate personal protective equipment is supplied for all activities.

Laboratory technicians assist in maintaining a clean and organized workplace, which includes disinfecting work counters, sweeping, mopping, taking out trash, organizing, and other necessary activities.

The Lab Tech III works throughout the District including on public, residential, agricultural, and commercial properties in a variety of conditions. When interacting with members of the public, they must do so in a calm, courteous, and professional manner. Physical labor such as cleaning fish tanks, walking over rough terrain, as well as loading and carrying surveillance equipment and supplies to work vehicles, trap locations, and storage areas is necessary.

Technicians attend training sessions and read provided manuals to keep informed of regulations, policies, and procedures. They notify supervisors of progress and problems, requesting consultation as required, and are responsible for following all protocols and guidelines provided.

Other duties that support the District's goals may be assigned.

QUALIFICATIONS

Education: High School Diploma or G.E.D. equivalent

Knowledge of:

- Standard vehicle operation including observing legal and defensive driving practices.
- Reading, writing, and oral communication.
- Time management and working independently as well as cooperatively with others.
- Principles and practices for providing clear communication, consultations, and education to the public regarding vector surveillance.
- Mobile phone, tablet, and computer operations including applications such as text documents and spreadsheets.
- Basic mathematical operations.
- General biology.
- Basic mosquito life cycle and field identification of genus and immature life stages.
- Mosquito traps and surveillance techniques.
- Use of dichotomous keys.
- Use of microscopes.
- Accurate recordkeeping.

Ability to:

- Learn specific tasks such as assembling mosquito traps, processing larval samples, and operating specialized equipment.
- Understand and follow oral and written instructions including those in text, diagram, or

schedule form.

- Establish and maintain good working relationships with the public and fellow employees.
- Make accurate observations and maintain detailed records, field notes, and maps.
- Record data accurately using a mobile device.
- Navigate to various locations using a mobile device and/or paper maps.
- Understand Safety Data Sheets and chemical or pesticide label information.
- Work independently and responsibly to complete assigned activities in a timely manner without direct supervision.
- Learn to process mosquito traps and identify mosquito species.
- Learn basic mosquitofish life cycle and their appropriate care and feeding.
- Complete daily vehicle safety inspection, fuel vehicle, and maintain a clean, organized work vehicle.
- Perform moderate to heavy physical labor frequently in temperatures above 90 degrees Fahrenheit.
- Calculate accurately, measure accurately, and adjust required supplies and equipment.
- Learn how to safely operate a manual transmission vehicle.
- Use personal protective equipment correctly.
- Assist in training and direction of seasonal technicians.

Licenses, certificates, and other special requirements:

- Possession of a valid California Class C driver's license with a good driving record during the entire time of employment. Employees are enrolled in the DMV Pull Notice Program.
- Must qualify for insurance coverage by the District's insurance carrier during employment. No major violations and no more than 3 points in a 12-month period, 5 in a 24-month, or 7 in a 36-month period on driving record. A DMV printout is required.
- Must be at least 18 years old.
- Successful completion of pre-employment physical examination and drug screening paid for by the District.
- Must pass and maintain Categories A, B, C, and D of the California Department of Public Health Vector Control Technician Certification exam within 24 months of hire date.

WORKING CONDITIONS & SUPPLEMENTAL INFORMATION

The majority of the work in this position is performed in high humidity and/or temperature environments including the insectary, fish hatchery, and outdoors in varying temperatures and within and around various types of aquatic habitats including polluted water sources. Hazards may include insect bites, chemicals, fumes, dust, hazardous materials, venomous insects, vectors and vector-borne diseases, rough terrain, inclement weather conditions, vicious animals, poisonous plants, and venomous animals. This position requires frequent driving of automatic and/or manual transmission vehicles as well as getting in and out of vehicles frequently.

The following list of mental and physical demands are required to successfully perform the essential job duties of this class:

- Be physically able to perform manual labor, lift weights up to 50 pounds.
- Work under hot and unpleasant weather and environmental conditions, outdoors and indoors.
- Perform repetitive motions such as those associated with mobile device usage and

- loading/unloading work vehicles.
- Walk long distances and traverse rough, sloping and/or uneven ground such as yards, fields, dirt banks, stream beds, and shallow ponds.
- Be able to swim.
- Be able to tolerate insect bites and stings such as mosquito bites and bee stings, etc.
- Be able to be vaccinated for various diseases to which the employee may be exposed to in the course of duties. Vaccinations may be required, at District expense, depending on changing exposure risk.

Physical Demands:

Physical Activities	Rarely*	Sometimes*	Often*
Stand			X
Walk			X
Sit		X	
Use hands to manipulate, feel, hold, or handle			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch, bend, or crawl			X
Talk or hear			X
Taste or smell			X
Lift up to 10 pounds			X
Lift up to 25 pounds		X	
Lift up to 50 pounds		X	
Lift up to 100 pounds	X		
Lift over 100 pounds	X		

* Rarely refers to 0-33%, Sometimes is 33-66%, and Often is 66-100% of the work day.

Vision Requirements

Close vision (clear vision at 20 inches or less): Identification of species and stage of larval development, and driving.

Distance vision (clear vision at 20 feet or more): Environmental evaluation, control of vector sources, safety, and driving.

Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point): Environmental evaluation, control of mosquito vector

source, safety, and driving.

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships):
Environmental evaluation, control of mosquito vector source, safety, and driving.

Environmental Working Conditions

Work Environment	Rarely*	Sometimes*	Often*
Wet or humid			X
Near moving mechanical parts		X	
Outdoor weather conditions			X
Fumes of airborne particles		X	
Toxic or caustic chemicals		X	
Extreme heat			X
Moderate Noise levels consistent with light traffic			X
Elevated Noise levels consistent with automotive repair shop		X	

* Rarely refers to 0-33%, Sometimes is 33-66%, and Often is 66-100% of the work day.

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

I, _____, have read and understand the job description for the Laboratory Technician II position including the essential work functions of this position. I am fully capable of performing all aspects of the Laboratory Technician III position while employed by the Delta Mosquito and Vector Control District.

Signature

Date



Delta Mosquito & Vector Control District

Job Description:

Laboratory Technician II (Lab Tech II)

DEFINITION

Under general supervision, the Lab Tech II sets and retrieves mosquito and vector surveillance traps; assists with processing mosquito trap catches; assists in the insectary and fish hatchery; maintains assigned equipment, laboratory space, and other work space; and completes other related tasks that support the District mission as required.

POSITION STATUS

Regular, part-time seasonal employee and hourly position. This is a temporary and at-will position. Assignment ranges from 6 to 9 months depending on availability of work and District needs.

DISTINGUISHING CHARACTERISTICS

The Lab Tech II differs from the lower class of Lab Tech I in that the Lab Tech II must obtain and maintain the California Department of Public Health Vector Control Technician certification in Categories A and B. Lab Tech II's are qualified to perform laboratory operations including surveillance, insectary, and fish hatchery tasks.

ESSENTIAL FUNCTIONS

Under supervision, the Lab Tech II carries out assignments as trained, the details of which have been planned and organized by supervisory staff. Work is performed in accordance with established methods and safety protocols. Work assignments are accompanied by oral or written instructions. Laboratory technicians are required to practice effective time-management skills to successfully complete assigned tasks independently or cooperatively with others.

The Lab Tech II prepares, sets, and collects vector traps throughout the District and assists in cleaning, maintenance, and repairing of all traps. The Lab Tech II assists in processing daily trap catches including sorting and identification of specimens using a dichotomous key. The Lab Tech II maintains the mosquitofish hatchery including cleaning fish tanks, recording water quality measurements, and feeding mosquitofish. Technicians process mosquito larvae samples, transfer developmental stages to the appropriate container, and feed immature mosquitoes. The Lab Tech II collects animal and bird carcasses that are potentially infected with vector-borne pathogens.

Laboratory technicians use mobile data collection devices to accurately record daily activities relating to surveillance, specimen collection, safety inspections, and other laboratory activities. They use a combination of mobile mapping applications, such as Google or Apple maps, and paper maps to safely navigate throughout the District.

Laboratory Technicians must safely drive motor vehicles on public and private roads and operate hand and power equipment as well as other tools. The individual is expected to maintain a clean and safe work vehicle and to maintain other equipment appropriately. Mechanical issues with their assigned motor vehicle or other equipment are promptly reported to supervisors.

The individual must follow all safety policies and wear appropriate protective equipment as required by Federal, State, Local, and District policies and regulations. Appropriate personal protective equipment is supplied for all activities.

Laboratory technicians assist in maintaining a clean and organized workplace, which includes disinfecting work counters, sweeping, mopping, taking out trash, organizing, and other necessary activities.

The Lab Tech II works throughout the District including on public, residential, agricultural, and commercial properties in a variety of conditions. When laboratory technicians interact with members of the public, they must do so in a calm, courteous, and professional manner. Physical labor such as cleaning fish tanks, walking over rough terrain, as well as loading and carrying surveillance equipment and supplies to work vehicles, trap locations, and storage areas is necessary.

Technicians attend training sessions and read provided manuals to keep informed of regulations, policies, and procedures. They notify supervisors of progress and problems, requesting consultation as required, and are responsible for following all protocols and guidelines provided.

Other duties that support the District's goals may be assigned.

QUALIFICATIONS

Education: High School Diploma or G.E.D. equivalent

Knowledge of:

- Standard vehicle operation including observing legal and defensive driving practices.
- Reading, writing, and oral communication.
- Time management and working independently as well as cooperatively with others.
- Principles and practices for providing clear communication, consultations, and education to the public regarding vector surveillance.
- Mobile phone, tablet, and computer operations including applications such as text documents and spreadsheets.
- Basic mathematical operations.
- General biology.
- Basic mosquito life cycle and field identification of genus and immature life stages.
- Mosquito traps and surveillance techniques.
- Use of dichotomous keys.
- Use of microscopes.
- Accurate recordkeeping.

Ability to:

- Learn specific tasks such as assembling mosquito traps, processing larval samples, and operating specialized equipment.
- Understand and follow oral and written instructions including those in text, diagram, or schedule form.
- Establish and maintain good working relationships with the public and fellow employees.
- Make accurate observations and maintain detailed records, field notes, and maps.
- Record data accurately using a mobile device.
- Navigate to various locations using a mobile device and/or paper maps.
- Understand Safety Data Sheets and chemical or pesticide label information.
- Work independently and responsibly to complete assigned activities in a timely manner without direct supervision.

- Learn to process mosquito traps and identify mosquito species.
- Learn basic mosquitofish life cycle and their appropriate care and feeding.
- Complete daily vehicle safety inspection, fuel vehicle, and maintain a clean, organized work vehicle.
- Perform moderate to heavy physical labor frequently in temperatures above 90 degrees Fahrenheit.
- Calculate accurately, measure accurately, and adjust required supplies and equipment.
- Learn how to safely operate a manual transmission vehicle.
- Use personal protective equipment correctly.

Licenses, certificates, and other special requirements:

- Possession of a valid California Class C driver's license with a good driving record during the entire time of employment. Employees are enrolled in the DMV Pull Notice Program.
- Must qualify for insurance coverage by the District's insurance carrier during employment. No major violations and no more than 3 points in a 12-month period, 5 in a 24-month, or 7 in a 36-month period on driving record. A DMV printout is required.
- Must be at least 18 years old.
- Successful completion of pre-employment physical examination and drug screening paid for by the District.
- Must pass and maintain Category A and B of the California Department of Public Health Vector Control Technician Certification exam within 24 months of hire date.

WORKING CONDITIONS & SUPPLEMENTAL INFORMATION

The majority of the work in this position is performed in high humidity and/or temperature environments including the insectary, fish hatchery, and outdoors in varying temperatures and within and around various types of aquatic habitats including polluted water sources. Hazards may include insect bites, chemicals, fumes, dust, hazardous materials, venomous insects, vectors and vector-borne diseases, rough terrain, inclement weather conditions, vicious animals, poisonous plants, and venomous animals. This position requires frequent driving of automatic and/or manual transmission vehicles as well as getting in and out of vehicles frequently.

The following list of mental and physical demands are required to successfully perform the essential job duties of this class:

- Be physically able to perform manual labor, lift weights up to 50 pounds.
- Work under hot and unpleasant weather and environmental conditions, outdoors and indoors.
- Perform repetitive motions such as those associated with mobile device usage and loading/unloading work vehicles.
- Walk long distances and traverse rough, sloping and/or uneven ground such as yards, fields, dirt banks, stream beds, and shallow ponds.
- Be able to swim.
- Be able to tolerate insect bites and stings such as mosquito bites and, bee stings, etc.
- Be able to be vaccinated for various diseases to which the employee may be exposed to in the course of duties. Vaccinations may be required, at District expense, depending on changing exposure risk.

Physical Demands:

Physical Activities	Rarely*	Sometimes*	Often*
Stand			X
Walk			X
Sit		X	
Use hands to manipulate, feel, hold, or handle			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch, bend, or crawl			X
Talk or hear			X
Taste or smell			X
Lift up to 10 pounds			X
Lift up to 25 pounds		X	
Lift up to 50 pounds		X	
Lift up to 100 pounds	X		
Lift over 100 pounds	X		

* Rarely refers to 0-33%, Sometimes is 33-66%, and Often is 66-100% of the work day.

Vision Requirements

Close vision (clear vision at 20 inches or less): Identification of species and stage of larval development, and driving.

Distance vision (clear vision at 20 feet or more): Environmental evaluation, control of vector sources, safety, and driving.

Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point): Environmental evaluation, control of mosquito vector source, safety, and driving.

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships): Environmental evaluation, control of mosquito vector source, safety, and driving.

Environmental Working Conditions

Work Environment	Rarely*	Sometimes*	Often*
Wet or humid			X

Near moving mechanical parts		X	
Outdoor weather conditions			X
Fumes of airborne particles		X	
Toxic or caustic chemicals		X	
Extreme heat			X
Moderate Noise levels consistent with light traffic			X
Elevated Noise levels consistent with automotive repair shop		X	

* Rarely refers to 0-33%, Sometimes is 33-66%, and Often is 66-100% of the work day.

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I, _____, have read and understand the job description for the Laboratory Technician II position including the essential work functions of this position. I am fully capable of performing all aspects of the Laboratory Technician II position while employed by the Delta Mosquito and Vector Control District.

Signature

Date



Delta Mosquito & Vector Control District

Job Description:

Vector Surveillance Technician

DEFINITION

Under supervision, sets and retrieves mosquito and vector surveillance traps; maintains assigned equipment, laboratory space, and other workspace; supports field operations as needed, and completes other related tasks that support the District mission as required.

POSITION STATUS

This is a temporary, at-will and non-benefited position. Assignment to this position cannot exceed 1,000 hours in a fiscal year.

ESSENTIAL FUNCTIONS

Under supervision, the Vector Surveillance Technician (VST) carries out assignments as trained, the details of which have been planned and organized by supervisory staff. Work is performed in accordance with established methods and safety protocols. Work assignments are accompanied by oral or written instructions.

The VST prepares, sets, and collects vector traps throughout the District and is responsible for the cleaning, maintenance, and simple repairing of all traps. When laboratory technicians interact with members of the public, they must do so in a calm, courteous, and professional manner.

VSTs use mobile data collection devices to accurately record daily activities relating to surveillance, specimen collection, safety inspections, and other laboratory or field activities. Technicians use a combination of mobile mapping applications, such as Google or Apple maps, and paper maps to safely navigate to locations throughout the District. VSTs are required to practice effective time-management skills to successfully complete assigned tasks independently or cooperatively with others.

VSTs must safely drive motor vehicles on public and private roads and operate hand and power equipment as well as other tools. The individual is expected to maintain a clean and safe work vehicle and to maintain other equipment appropriately. Mechanical issues with their assigned motor vehicle or other equipment are promptly reported to supervisors. The individual must follow all safety policies and wear appropriate protective equipment as required by Federal, State, Local, and District policies and regulations. VSTs assist in maintaining a clean and organized workplace, which includes disinfecting work counters, sweeping, mopping, taking out trash, organizing, cleaning bathrooms, and other necessary activities. Appropriate personal protective equipment is supplied for all activities.

The VST works throughout the District including on public, residential, agricultural, and commercial properties in a variety of conditions. Physical labor such as loading and carrying surveillance equipment and supplies to work vehicles, trap locations, and storage areas as well as walking over rough terrain to place surveillance traps is necessary.

The Vector Surveillance Technician occasionally collects animal and bird carcasses that are potentially infected with vector-borne pathogens. VSTs may assist in the identification of mosquito species, processing larval specimens, and maintaining the mosquitofish hatchery after

their primary daily responsibilities are complete.

The Vector Surveillance Technician may be periodically rotated into vector control operations where they will provide support for operations including rural and residential vector control, inspections and treatments. This will typically be done under the direct guidance of operations staff but a certified, experienced VST may be given operations assignments with greater autonomy.

Technicians attend training sessions and read provided manuals to keep informed of regulations, policies and procedures. Technicians notify supervisors of progress and problems, requesting consultation as required. Employees are responsible for following all protocols and guidelines provided.

Other duties that support the District's goals may be assigned.

QUALIFICATIONS

Education: High School Diploma or G.E.D. equivalent

Knowledge of:

- Standard vehicle operation including observing legal and defensive driving practices.
- Reading, writing, and oral communication.
- Time management and working independently as well as cooperatively with others.
- Mobile phone, tablet, and/or laptop operations.
- Basic mathematical operations.
- General biology.
- Accurate recordkeeping.

Skilled in:

- Use of mobile phone, tablet, and/or laptop.
- Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals.

Ability to:

- Learn specific tasks such as assembling mosquito traps and operating specialized equipment.
- Understand and follow oral and written instructions including those in text, diagram, or schedule form.
- Establish and maintain good working relationships with the public and fellow employees.
- Make accurate observations and maintain detailed records, field notes, and maps.
- Accurately record data using a mobile device.
- Navigate to various locations using a mobile device.
- Understand Safety Data Sheets and chemical or pesticide label information.
- Work independently and responsibly to complete assigned activities in a timely manner without direct supervision.
- Learn basic mosquito life cycles and to make field identifications of life stages.
- Complete daily vehicle safety inspection, fuel vehicle, and maintain a clean, organized work vehicle.
- Perform moderate to heavy physical labor frequently in temperatures above 90 degrees

- Fahrenheit.
- Accurately calculate, measure, and adjust required supplies and equipment.
- Learn pesticide use and safety to assist in vector control operations.
- Correctly use personal protective equipment.

Licenses, certificates, and other special requirements:

- Possession of a valid California Class C driver’s license with a good driving record during the entire time of employment. Employees are enrolled in the DMV Pull Notice Program.
- Must qualify for insurance coverage by the District’s insurance carrier. No major violations and no more than 3 points in a 12-month period, 5 in a 24-month, or 7 in a 36-month period on driving record. A DMV printout is required.
- Must be at least 18 years old.
- Successful completion of pre-employment physical examination, background check, and drug screening paid for by the District.

WORKING CONDITIONS & SUPPLEMENTAL INFORMATION

The majority of the work in this position is performed outdoors in varying temperatures and within and around various types of aquatic habitats, including polluted water sources. Hazards may include insect bites, chemicals, fumes, dust, hazardous materials, venomous insects, vectors and vector-borne diseases, rough terrain, inclement weather conditions, vicious animals, poisonous plants, and venomous animals. This position requires frequent driving of automatic transmission vehicles as well as getting in and out of vehicles frequently. A portion of this work is performed indoors and may include working in high humidity or temperature environments such as the insectary or fish hatchery.

The following list of mental and physical demands are required to successfully perform the essential job duties of this class:

- Physically able to perform manual labor, lift weights up to 50 pounds.
- Work under hot and unpleasant weather and environmental conditions, outdoors.
- Perform repetitive motions such as those associated with mobile device usage, loading/unloading work vehicles.
- Walk long distances and traverse rough, sloping and/or uneven ground such as yards, fields, dirt banks, stream beds, and shallow ponds.
- Ability to swim.
- Ability to tolerate insect bites and stings such as mosquito bites and bee stings, etc.
- Ability to be vaccinated for various diseases to which the employee may be exposed to in the course of duties. Vaccinations may be required, at District expense, depending on changing exposure risk.

Essential Work Functions:

Physical Activities	Rarely	Sometimes	Often
Stand			X
Walk			X
Sit		X	

Physical Activities	Rarely	Sometimes	Often
Use hands to manipulate, feel, hold, or handle			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch, bend, or crawl			X
Talk or hear			X
Taste or smell			X
Lift up to 10 pounds			X
Lift up to 25 pounds		X	
Lift up to 50 pounds		X	
Lift up to 100 pounds	X		
Lift over 100 pounds	X		

Vision Requirements

Close vision (clear vision at 20 inches or less): Identification of species and stage of larval development, and driving.

Distance vision (clear vision at 20 feet or more): Environmental evaluation, control of vector sources, safety, and driving.

Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point): Environmental evaluation, control of mosquito vector source, safety, and driving.

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships): Environmental evaluation, control of mosquito vector source, safety, and driving.

Work Environment	Rarely	Sometimes	Often
Wet or humid	X		
Near moving mechanical parts		X	
Outdoor weather conditions			X
Fumes of airborne particles	X		
Toxic or caustic chemicals		X	

Extreme heat		X	
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The position typically experiences a moderate noise level consistent with an office with computers and printers or light traffic. Occasionally, the noise level is consistent with an automotive repair shop.

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I, _____, have read and understand the job description for the Laboratory Technician I position including the essential work functions of this position. I am fully capable of performing all aspects of the Laboratory Technician I position while employed by the Delta Mosquito and Vector Control District.

Signature

Date



Delta Mosquito & Vector Control District

Job Description:

Vector Control Operations Analyst

DEFINITION: The Vector Control Operations Analyst plays a crucial role in supporting both the operational and administrative functions of the Delta Mosquito and Vector Control District. Reporting to the Operations Program Manager, this position is responsible for managing data integrity, assisting in the administration of District activities, and supporting specialized field projects. The Vector Control Operations Analyst ensures that data from field operations is accurately captured, reviewed, and integrated into District records, promoting continuity and precision in data management. This position requires some proficiency with a variety of software, including GIS, spreadsheets, databases, and word processors, and a strong understanding of vector control practices.

POSITION STATUS: Full-time, FLSA non-exempt, probationary position.

ESSENTIAL FUNCTIONS:

- **Data Management and Analysis:** Review, verify, and manage data collected from field operations, ensuring accuracy and consistency between operational activities and administrative records. Utilize GIS software, spreadsheets, and databases to organize, analyze, and report data related to mosquito control activities.
- **Administrative Support:** Provide general administrative support by answering service calls and entering associated data, maintaining attendance records, organizing files, and managing service requests from the public. May provide secondary support for fiscal operations of the District. Ensure proper documentation of District operations and maintain efficient filing systems.
- **Operational Support:** Collaborate with field staff to review treatment records, validate data accuracy, and provide feedback to ensure compliance with District procedures. Work with the scientific program staff to integrate surveillance data into daily operations. Participate in specialized operations, including source reduction projects and advanced control tools (i.e. UAS). Participate in specialized field projects, which may include collecting data and supporting ongoing operations as required.
- **Communication:** Effectively communicate with the public, District staff, and other stakeholders to answer questions, provide information, and assist with service requests. Maintain a professional and customer-focused approach in all interactions.

- **Project Participation:** Support specialized field projects, including collecting and analyzing field data, to further the District's mission of vector control and public health protection.
- **General Duties:** Assist in ensuring that all assigned projects are completed efficiently and on time. Support both operational and administrative staff as needed to fulfill District goals.

QUALIFICATIONS

A combination of education and experience that demonstrates the required knowledge and abilities to perform the essential functions of the role.

EDUCATION: Minimum: High school diploma, G.E.D. equivalency, or high school proficiency certificate. Additional training in vector control or related fields is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong understanding of public health vector control principles, including control techniques and field operations.
- At least moderate proficiency with GIS software, spreadsheets, databases, and other data management tools used to analyze and report on District activities.
- Knowledge of modern office procedures, including filing systems, proper grammar usage, and effective communication practices.
- Computer operations, utilizing word processing, spreadsheet, database and other various software applications such as Excel, QuickBooks, Google applications, Timekeeping software, Dropbox, and Microsoft Access.
- Basic mathematics skills and the ability to perform data analysis to support operational decisions.
- Review and verify data for accuracy, ensuring consistency between field operations and administrative records.
- Work independently with minimal supervision, managing multiple tasks efficiently to meet deadlines.
- Handle confidential information with discretion and professionalism.
- Provide excellent customer service when interacting with the public and responding to inquiries about District programs.
- Build and maintain positive working relationships with co-workers, District staff, and the general public.
- Establish and maintain good working relationships with the public and fellow employees.
- Make accurate observations and maintain detailed records, field notes, and maps.
- Record data accurately using various electronic devices (computer, mobile devices, etc.)
- Navigate to various locations using a mobile device and/or paper maps.
- Understand Safety Data Sheets and chemical or pesticide label information.
- Accurately calculate, measure, and apply pesticides according to instructions and EPA product labels.

CERTIFICATIONS AND LICENSES

- Possession of a valid California Class C driver's license with a good driving record during the entire time of employment. Employees are enrolled in the DMV Pull Notice Program.
- Must qualify for insurance coverage by the District's insurance carrier during employment. No major violations and no more than 3 points in a 12-month period, 5 in a 24-month, or 7 in a 36-month period on driving record. A DMV printout is required.
- Must be at least 18 years old.
- Successful completion of pre-employment physical examination and drug screening paid for by the District.
- Must obtain California Department of Public Health (CDPH) Vector Control Technician Certification (Categories A, B, C, and D) within one year of employment.

EXPERIENCE: Prior experience in Public Health Vector Control is preferred.

EMPLOYMENT CONDITIONS

- **Time Distribution:** Expected distribution of time is 70% Office/Clerical work and 30% Field Work, subject to change based on District needs

- **Confidential Employee**

- **Appointment and Removal Authority:** General Manager

WORKING CONDITIONS & SUPPLEMENTAL INFORMATION

A portion of the work in this position is performed in high humidity and/or temperature environments including outdoors in varying temperatures and within and around various types of aquatic habitats including polluted water sources. Hazards may include insect bites, chemicals, fumes, dust, hazardous materials, venomous insects, vectors and vector-borne diseases, rough terrain, inclement weather conditions, vicious animals, poisonous plants, and venomous animals. This position requires driving of automatic and/or manual transmission vehicles as well as getting in and out of vehicles frequently.

The following list of mental and physical demands are required to successfully perform the essential job duties of this class:

- Be physically able to perform manual labor, lift weights up to 50 pounds.
- Work under hot and unpleasant weather and environmental conditions, outdoors and indoors.
- Perform repetitive motions such as those associated with mobile device usage and loading/unloading work vehicles.

- Walk long distances and traverse rough, sloping and/or uneven ground such as yards, fields, dirt banks, stream beds, and shallow ponds.
- Be able to swim.
- Be able to tolerate insect bites and stings such as mosquito bites and, bee stings, etc.
- Be able to be vaccinated for various diseases to which the employee may be exposed to in the course of duties. Vaccinations may be required, at District expense, depending on changing exposure risk.

Physical Demands:

Physical Activities	Rarely*	Sometimes*	Often*
Stand			X
Walk			X
Sit		X	
Use hands to manipulate, feel, hold, or handle			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch, bend, or crawl			X
Talk or hear			X

Taste or smell			X
Lift up to 10 pounds			X
Lift up to 25 pounds		X	
Lift up to 50 pounds		X	
Lift up to 100 pounds	X		
Lift over 100 pounds	X		

* Rarely refers to 0-33%, Sometimes is 33-66%, and Often is 66-100% of the work day.

Vision Requirements

Close vision (clear vision at 20 inches or less): Identification of species and stage of larval development, and driving.

Distance vision (clear vision at 20 feet or more): Environmental evaluation, control of vector sources, safety, and driving.

Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point): Environmental evaluation, control of mosquito vector source, safety, and driving.

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships): Environmental evaluation, control of mosquito vector source, safety, and driving.

Environmental Working Conditions

Work Environment	Rarely*	Sometimes*	Often*
Wet or humid			X

Near moving mechanical parts		X	
Outdoor weather conditions			X
Fumes of airborne particles		X	
Toxic or caustic chemicals		X	
Extreme heat			X
Moderate Noise levels consistent with light traffic			X
Elevated Noise levels consistent with automotive repair shop		X	

* Rarely refers to 0-33%, Sometimes is 33-66%, and Often is 66-100% of the work day.

The Delta Mosquito and Vector Control District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status, or disability.

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

I, _____, have read and understand the job description for the Vector Control Operations Analyst position including the essential work functions of this position. I am fully capable of performing all aspects of the position while employed by the Delta Mosquito and Vector Control District.

Signature

Date

DELTA MOSQUITO AND VECTOR CONTROL DISTRICT

OPERATIONS PROGRAM MANAGER

Position Characteristics:

The **Operations Program Manager (OPM)** is a key leadership position within the District, responsible for managing daily operations under the direction of the General Manager. The OPM plays a crucial role in planning, organizing, and executing District programs, including the supervision and coordination of all vector control inspection and control activities.

Representative Duties:

As a vital member of the Safety Committee, the OPM ensures compliance with all District policies, programs, and safety standards, fostering a culture of accountability and excellence. The OPM is also responsible for maintaining team morale, enforcing discipline, and managing personnel matters, including, when necessary, employee terminations in accordance with established procedures and with the approval of the General Manager.

In addition to operational duties, the OPM may represent the District at public forums, particularly in matters related to operations. The OPM assists in the review and development of District policies, budget preparation, and the drafting of reports on District affairs. Regular consultation with Management is expected regarding the District's vector control program.

The OPM oversees all aspects of the District's operations, including rural and urban larval mosquito control, adult mosquito control, and invasive Aedes control, working closely with subordinate supervisors to ensure coordinated implementation of these programs. The OPM collaborates with the Scientific Program Manager to ensure effective execution of joint programs and shared responsibilities across departments.

Additional responsibilities include managing service requests, overseeing pesticide use, equipment safety, inventory management, and field operations, while ensuring accurate operational record-keeping. The OPM assists with recruiting, training, evaluating, and disciplining personnel, ensuring that District policies are well-understood and enforced throughout the team.

The OPM monitors the efficacy of field pesticide applications, investigates vector resistance, and recommends necessary adjustments. This includes calculating pesticide dosages and application rates based on vector species, season, environmental conditions, and available equipment.

The role also involves leading efforts to reduce or eliminate environmental and cultural factors favorable to vector production, with a focus on sustainable, long-term solutions. The OPM provides field training, develops training materials, and ensures staff are well-equipped with the skills necessary to perform their duties effectively.

Maintaining a thorough understanding of operational zones and key problem areas within the District, the OPM analyzes situations to determine safe and efficient courses of action while modeling strong leadership and decision-making. The OPM works in close partnership with Management to ensure seamless integration of all District programs and activities, upholding the highest standard of service to the public.

The OPM interviews and recommends candidates for operations positions, communicates regularly with staff on progress toward defined goals, provides specific feedback, and initiates corrective action as needed. Additionally, the OPM maintains and develops manuals, policies, and procedures, establishes work standards for staff, and enforces them as necessary.

The OPM represents the District at committee or workgroup meetings, reporting to the District Manager on issues of concern, and generates reports and presentations for the Board of Trustees and other bodies as requested. The OPM represents the District before the public, including at community events and public meetings. The OPM may also be asked to communicate with the media on behalf of the District. Travel within and outside the District may be required.

Minimum Qualifications:

Bachelor's degree (B.S.) from a four-year college or university, preferably in public health, biology, or a related field; or at least five years of related experience in vector control; and at least three years of supervisory experience; or an equivalent combination of education and experience.

The candidate must have the ability to read, analyze, and interpret scientific and technical journals, professional publications, technical procedures, and governmental regulations. Strong written communication skills are essential for drafting reports, correspondence, and procedure manuals. The candidate must also be able to respond effectively to inquiries or complaints from the public, regulatory agencies, and professional organizations, and present information clearly to management, public groups, and the Board of Directors.

A solid understanding of mathematical concepts, including rates, ratios, percentages, area, and volume, is necessary. The candidate should be able to apply modern algebra and statistical principles to practical situations. Additionally, the ability to think logically and scientifically, handle complex abstract and concrete variables, and interpret nonverbal symbolism, such as formulas, equations, and graphs, is required.

A **valid California driver's license** with a good driving record and insurability under the District's insurance provider is mandatory. Certification by the State of California in Mosquito Control, Terrestrial Invertebrate Vector Control, and Vertebrate Vector Control is also required, with an 18-month allowance to obtain certification if not already held.

Experience with **Geographic Information Systems (GIS)** and related systems, ideally within the context of a vector control program, is highly desirable. The ability to use statistical and spatial data to guide operational decision-making is essential. Additionally, candidates with project management experience and the ability to develop and implement long-term and adaptive strategies for vector control in response to evolving environmental conditions are preferred.

Physical Demands:

This position requires various physical activities, performed for different amounts of time:

- **Standing:** Up to 1/3 of the time
- **Walking:** 1/3 to 2/3 of the time
- **Sitting:** Over 2/3 of the time
- **Using hands to finger, feel, or handle objects:** Over 2/3 of the time
- **Reaching with hands and arms:** Over 2/3 of the time
- **Climbing or balancing:** Up to 1/3 of the time
- **Stooping, kneeling, crouching, or crawling:** 1/3 to 2/3 of the time
- **Talking or hearing:** Over 2/3 of the time
- **Tasting or smelling:** Up to 1/3 of the time

Lifting and Force Exertion Requirements:

- **Up to 10 pounds:** Over 2/3 of the time
- **Up to 25 pounds:** 1/3 to 2/3 of the time
- **Up to 50 pounds:** Up to 1/3 of the time
- **Up to 100 pounds:** Rarely
- **Over 100 pounds:** Rarely

Vision Requirements:

- **Close vision (clear vision at 20 inches or less):** Necessary for identifying species and larval development stages.
- **Distance vision (clear vision at 20 feet or more):** Required for environmental evaluation, vector source control, and ensuring safety.
- **Peripheral vision:** Critical for environmental evaluation, vector source control, and situational awareness for safety.
- **Depth perception:** Necessary for judging distances and spatial relationships, particularly in environmental evaluation and vector source control.

Work Environment:

This position involves working in various environments, with exposure to the following for different durations of time:

- **Wet or humid conditions:** 1/3 to 2/3 of the time
- **Work near moving mechanical parts:** Up to 1/3 of the time
- **Outdoor weather conditions:** Over 2/3 of the time
- **Exposure to fumes or airborne particles:** Up to 1/3 of the time
- **Exposure to toxic or caustic chemicals:** Up to 1/3 of the time
- **Extreme heat:** Up to 1/3 of the time

The noise level is typically moderate, consistent with an office environment (e.g., computers, printers, light traffic). Occasionally, it may be consistent with the noise levels found in an automotive repair shop.

Updated: 10/10/2024

DELTA VECTOR CONTROL DISTRICT FOREMAN

Position Characteristics:

The Vector Control Foreman is a supervisory-level position. The Foreman, under the general direction of the Assistant Manager, helps in the day-to-day operation of the District, the planning, direction and supervision of all vector control inspection and control activities; in the planning, direction and supervision of maintenance and repair of the District yards, buildings, vehicles and equipment; in the planning, direction and supervision of the source reduction effort of the District; and in the inventory of parts and equipment. The Foreman serves on the Safety Committee; knows and follows all District rules, regulations and policies; and remains current in all aspects of vector control operations. The incumbent helps the Assistant Manager in the performance of their operational duties and enforcement of all District rules, regulations and policies.

The Foreman must be in good physical condition, with a valid California Driver's License, be at least 18 years of age and a high school graduate. Must be certified by the State of California in Mosquito, Terrestrial Invertebrate and Vertebrate Vector Control and successfully complete such additional training and certification as may become requisite. CPR and First Aid certificates must be earned and maintained.

Examples of Duties:

The Foreman, under direction of the Assistant Manager, is responsible for answering or assignment of service requests; pesticide, equipment and safety, inventory and maintenance; field operations and operational record-keeping; creating written reports as requested. Assists the Assistant Manager in the recruitment, training, counseling and evaluation of Vector Control Technicians. Understands and enforces all District policies, rules and regulations. Conducts inventory of shop and checks completion of shop assignments.

Handles the more difficult public relation problems encountered by the Technicians; assists in gaining access to private property and the cooperation of property owners; works with property owners to obtain cooperation in vector control, source reduction activity not requiring appreciable construction, and otherwise promotes vector control by property owners.

Responsible for supervision of the weed control and dairy larvicide programs; reinspects treated areas to evaluate effectiveness of the District Technician's use of proper vector control procedures; personnel contacts and referrals; assists in preparing reports, analyses and recommendations on operational projects, problems and sources; performs adult mosquito control when necessary. Assists with answering or assignment of service requests; pesticide, equipment, and employee safety, inventory and maintenance; field operations and operational record keeping.

Under the direction of the Assistant Manager, performs or supervises the source reduction effort through the reduction or elimination of environmental or cultural factors, which are

favorable to vector production. Computes dosage and application rates of pesticides; determines pesticide use by vector species, season, environmental conditions and available equipment.

Conducts and assists with field training and instruction of personnel. Reads District manuals and otherwise keeps informed of policies and procedures, keeps Assistant Manager informed of progress and problems, and requests consultation as required. Works with others to prepare training materials for in-service training and for operational purposes.

Must be able to work independently and responsibly to organize and conduct assigned activities in the field; maintains a thorough knowledge of all operational zones and problem areas; makes accurate observations and keeps detailed records; works cooperatively and effectively with other employees and the public; evaluates situations accurately and adopt an effective course of action; the ability to speak and write clearly and correctly; and, provides a good example and high level of leadership at all times.

Follows a schedule of preventive maintenance and repairs for all vehicles and spray equipment; schedules and supervises winter maintenance work; keeps record on the maintenance of vehicles and equipment, and submits to the Office Manager a list of purchases and billings, monthly, of items purchased within the budget.

Maintains supply stores for the District, keeping an accurate inventory of parts, tools, spray, yard and maintenance equipment; and ensures that an adequate inventory of parts, spray chemicals and other operational and maintenance materials and supplies are ordered and stocked when necessary; issues material and supplies as required; keeps neat accurate record of inventory, billings, and requisitions or purchases stock as indicated; receives, inspects and stores delivered materials. Keeps neat and accurate records of equipment history, service and maintenance records of supplies issued and received and compiles data into operating reports as needed.

Is responsible for the maintenance and orderliness of the physical plant facility and equipment of the District; under the direction of the Assistant Manager, performs or supervises the performance of employees assigned to help in mechanical, housekeeping and custodial details, assigns tasks, provides instruction and inspects work.

Ability to operate and supervise the safe operation of all shop and pesticide application equipment. Is responsible for the general safety and safe handling of all tools, equipment and vehicles under his supervision, and reports to the Assistant Manager all needed corrections; maintains a safe, clean shop environment, with a first aid station, fire extinguisher and other safety devices as are necessary.

Works with Assistant Manager to ensure a harmonious integration of the activities of all District employees and operational programs to maintain the excellence of the Delta Vector Control District's service to the public. The Foreman will know and follow all District rules, regulations and policies.

Job Description – Foreman 3

Knowledge and Skills:

Has working knowledge of vector control equipment, vehicle operation and safety practices; working knowledge in the proper use of pesticides and safety precautions; working knowledge of source reduction equipment, vehicle operation and safety precautions and practices.

Must understand the Material Safety Data Sheets and pesticide labeling information as it pertains to each pesticide's appropriate application and handling procedures.

Must be able to make field identification of common District vector species and be familiar with their biology; must exhibit a working knowledge of field and administrative functions and operations, including maintenance of field condition charts, daily activity reports, and service request response procedures.

Must be able to work independently and responsibly to organize and conduct assigned activities in the field; to make accurate observations and keep detailed records; to work cooperatively and effectively with other employees and the public; and to evaluate situations accurately and adopt an effective course of action.

Minimum Qualifications:

Associate's degree (A.A.) or equivalent from a two-year college or technical school; or five years related experience and/or training; or equivalent combination of education and experience. Work experience involving manual labor and the uses of machinery performing skilled or semiskilled operations. Some courses in biology or relevant work experience in pest management.

Must be able to read and write effectively and speak with the public. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to read, analyzes, and interprets common scientific and technical journals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and procedure manuals. Ability to respond to common inquiries or complaints, regulatory agencies, or members of the professional community. Ability to effectively present information to management, public groups, and board of directors.

Must be able and willing to do heavy physical labor.

Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to relate concepts such as rate, ratio, percentages, area, and volume to practical situations. Ability to comprehend and apply principles of modern algebra and statistics.

Must be able to work independently without direct supervision.

Successful completion of pre-employment physical examination and drug screening.

Job Description – Foreman 4

Must have a valid California Driver's license with a good driving record and be insurable using the accepted guidelines of the insurance provider. DMV printout required.

Become certified by the State of California in Mosquito Control within one year of employment and in Terrestrial Invertebrate Vector Control and Vertebrate Vector Control within eighteen months of employment. Must maintain certification by the state of California.

Job Description – Foreman 5

Physical Demands:

Physical activity: Amount of Time

1/3 1/3-2/3 over 2/3

Stand X

Walk X

Sit X

Use hands to finger, feel or handle X

Reach with hands and arms X Climb or balance X

Stoop, kneel, crouch or crawl X Talk or hear X Taste or smell X

Lifting or force exertion requirements: Amount of Time 1/3 1/3-2/3 over 2/3

Up to 10 pounds X Up to 25 pounds X

Up to 50 pounds X

Up to 100 pounds X

Over 100 pounds X

Vision requirements:

Close vision (clear vision at 20 inches or less):

Identification of species and stage of larval development.

Distance vision (clear vision at 20 feet or more):

Environmental evaluation, control of vector source and safety.

Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point):

Environmental evaluation, control of vector source and safety.

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships):

Environmental evaluation, control of vector source and safety.

Job Description – Foreman 6 **Work Environment:**

Amount of time

1/3 1/3-2/3 over 2/3

Wet or humid conditions X

Work near moving mechanical parts X

Work in outdoor weather conditions X

Fumes of airborne particles X

Toxic or caustic chemicals X

Extreme heat X

The position typically experiences a moderate noise level consistent with an office with computers and printers, or light traffic. Occasionally the noise level is consistent with an automotive repair shop.

DELTA MOSQUITO & VECTOR CONTROL DISTRICT

MUNICIPAL/COMMERCIAL OPERATIONS LEAD

Definition

Under the direction of the Operations Program Manager, the Municipal/Commercial Operations Lead plans, coordinates, and supervises vector control operations in municipal and commercial areas throughout the District. This position combines hands-on field work, operational planning, and stakeholder relationship management to ensure effective mosquito control in partnership with cities, government agencies, and commercial entities. The Lead is responsible for overseeing field staff, maintaining operational readiness, implementing best practices for mosquito prevention and control, and ensuring compliance with all applicable safety, environmental, and regulatory standards.

Position Status

This is a full-time non-exempt position.

Distinguishing Characteristics

This class is distinguished by its combination of field leadership, stakeholder engagement, and operational planning responsibilities. The position requires advanced technical expertise in vector control, strong supervisory ability, and excellent professional communication skills to coordinate complex operations with diverse institutional partners. The Municipal/Commercial Operations Lead serves as the primary liaison between the District and municipal/commercial stakeholders, translating strategic goals into field-level actions while ensuring safety, efficiency, and community responsiveness.

Essential Functions

Under general direction, the Municipal/Commercial Operations Lead performs the following duties:

Operational Planning & Supervision

- Plans, schedules, and supervises vector control operations in municipal and commercial areas, ensuring alignment with District goals and policies.
- Assigns work to technicians, monitors performance, and provides guidance on inspection and control techniques.
- Ensures proper use and maintenance of vehicles, equipment, and pesticides in accordance with District protocols and regulatory requirements.
- Reviews operational data to evaluate program effectiveness and recommends adjustments to improve outcomes.

Stakeholder Coordination

- Establishes and maintains professional working relationships with city departments, public works, property managers, and business owners.
- Coordinates with municipal and commercial partners to identify high-priority areas for mosquito control, access issues, and preventive measures.

- Provides technical advice and recommendations for long-term mosquito-proofing solutions in community planning and facility design.
- Drafts clear and effective communications, reports, and presentations for internal and external stakeholders.

Field Operations

- Conducts site inspections, surveillance, and control activities, primarily in municipal and commercial settings, including parks, storm drains, retention basins, and industrial facilities.
- Oversees the application of pesticides, ensuring compliance with label requirements, state and federal regulations, and safety protocols.
- Leads mosquito source reduction activities, such as debris removal, vegetation management, and water management coordination.
- Operates and maintains specialized equipment, including unmanned aerial systems (UAS/drones), for surveillance and treatment.

Data Management & Reporting

- Ensures accurate and timely collection of field data, including larval and adult mosquito surveillance results, treatment records, and site conditions.
- Reviews data for completeness and accuracy; provides analysis and summaries to the Operations Program Manager.
- Utilizes the District's digital field data management system to track operations, identify trends, and support decision-making.

Safety & Compliance

- Ensures all operations comply with Cal/OSHA, CDPH, FAA, and pesticide safety regulations.
- Maintains up-to-date knowledge of relevant laws, regulations, and industry best practices.
- Trains staff in safe work practices, personal protective equipment use, and emergency procedures.

Public Engagement

- Responds to inquiries and service requests from the public, businesses, and partner agencies in a professional and timely manner.
- Participates in outreach and education activities to promote mosquito prevention and awareness.

Other Duties

- Performs and supervises adulticide operations, including periodic work on nights and evenings.
- Assists in maintenance of equipment and facilities as needed.
- Occasionally works with the laboratory, or other departments on special projects.

Qualifications

The qualifications below outline the knowledge and abilities of an ideal candidate. A candidate shall either already possess these qualifications or demonstrate the ability to obtain them after a reasonable period of service.

Education and Experience

A combination of education and experience sufficient to carry out the duties of this position, including but not limited to:

- Certificate or Degree in a public health, pest control, or related field is preferred,
- Three (3) or more years of progressively responsible experience in mosquito control operations, including demonstrated leadership, team coordination, or project management responsibilities (formal supervisory experience preferred but not required); OR
- Equivalent experience in vector control, public health, or environmental services with demonstrated leadership and stakeholder engagement responsibilities.
- Experience with municipal or commercial property management, construction site inspection, or public works coordination is highly desirable.

Knowledge of

- Principles and practices of mosquito biology, surveillance, and control.
- Identification and management of municipal and commercial mosquito sources.
- Safe handling, mixing, and application of pesticides.
- FAA Part 107 regulations and safe operation of drones for surveillance and treatment.
- Principles and practices of supervision, training, and evaluation.
- Professional communication and relationship management with institutional partners.
- Data collection, interpretation, and reporting methods.
- Applicable federal, state, and local laws, regulations, and safety requirements for vector control.
- Proper use and maintenance of field equipment, vehicles, and digital recordkeeping systems.

Ability to

- Lead and motivate a team to meet operational objectives.
- Communicate clearly, concisely, and professionally both orally and in writing.
- Build and maintain productive working relationships with municipal and commercial stakeholders.
- Analyze and interpret operational data to guide decision-making.
- Plan, coordinate, and execute complex field operations safely and efficiently.
- Operate drones and other specialized equipment in compliance with FAA regulations.
- Present technical information to non-technical audiences.
- Work independently while managing multiple priorities in a fast-paced environment.

Licenses, Certificates, and Special Requirements

- Possession of a valid California Class C driver's license and insurability under District policies.
- Must be at least 18 years of age.
- Successful completion of a pre-employment background check, physical, and drug screening.
- Enrollment in the DMV Pull Notice Program is required.
- Valid California Department of Public Health Vector Control Technician Certifications in Categories A, B, C, and D or the ability to obtain within twelve (12) months of appointment.
- Possession of a current FAA Part 107 Remote Pilot Certificate for drone operations, or the ability to obtain within twelve (12) months of appointment.

Working Conditions & Supplemental Information

Work is performed in both field and office environments. Field work involves exposure to variable weather conditions, uneven terrain, pesticides, insects, and potentially confrontational interactions with the public. Office work involves standard equipment and conditions, including computer use and administrative duties.

Mental and Physical Demands

- Physically able to perform fieldwork, including walking long distances over uneven terrain, lifting up to 50 pounds, bending, stooping, and operating equipment.
- Perform repetitive motions such as data entry and pesticide application.
- Tolerate outdoor work in high temperatures, humidity, and sun exposure.
- Communicate clearly and effectively in person, by phone, and in writing.
- Maintain situational awareness and sound judgment in dynamic field conditions.
- Comfortable working in a structured environment with frequent interaction with employees and the public. May occasionally deal with irate members of the public.

DELTA MOSQUITO & VECTOR CONTROL DISTRICT

RESIDENTIAL OPERATIONS LEAD

Definition

Under the direction of the Operations Program Manager, the Residential Operations Lead plans, coordinates, and supervises vector control operations in residential areas throughout the District. This position combines hands-on field work, operational planning, supervisory responsibilities, and community engagement to ensure effective mosquito control in neighborhoods and residential communities. The Lead fosters a culture of respect, timeliness, compassion, and active listening within the team, promoting trust and cooperation with the public even when difficult requests or compliance measures are necessary.

Position Status

This is a full-time non-exempt position.

Distinguishing Characteristics

This class is distinguished by its emphasis on public-facing operations and the leadership of a team whose work directly impacts residents' daily lives. Unlike roles focused on institutional stakeholders, the Residential Operations Lead must build trust in the community through consistent, respectful, and responsive service. This position requires advanced technical expertise in vector control, the ability to manage multiple simultaneous operations, and the skill to create and maintain a team culture that promotes public trust and cooperation.

Essential Functions

Under general direction, the Residential Operations Lead performs the following duties:

Operational Planning & Supervision

- Plans, schedules, and supervises vector control operations in residential areas to ensure timely and effective service.
- Assigns work to seasonal and full-time technicians, monitors performance, and provides coaching and training.
- Develops and enforces standard operating procedures for residential control activities.
- Allocates resources to maximize coverage and operational efficiency.

Community Engagement

- Fosters a team culture centered on respect, timeliness, compassion, and active listening to build public trust.
- Engages with homeowners, HOAs, and neighborhood representatives to address vector concerns.
- Resolves escalated complaints or service requests with professionalism and fairness.
- Implements strategies to encourage community cooperation with mosquito prevention measures.
- Coordinates with outreach teams to integrate educational messaging into field operations.

Field Operations

- Conducts inspections and control activities primarily in residential settings, including pools, yards, drainage systems, and ornamental water features.
- Supervises pesticide applications, ensuring compliance with label instructions, safety standards, and legal requirements.
- Leads source reduction activities such as removal of standing water and vegetation management.
- Operates and maintains specialized equipment, including unmanned aerial systems (UAS/drones), for surveillance and treatment.

Data Management & Reporting

- Ensures accurate collection and entry of surveillance and treatment data.
- Reviews field records for completeness and accuracy, providing summaries to the Operations Program Manager.
- Uses the District's digital data systems to track work progress and analyze trends.

Safety & Compliance

- Ensures all team operations comply with Cal/OSHA, CDPH, FAA, and pesticide safety regulations.
- Trains staff on safe work practices, PPE use, and emergency response procedures.
- Maintains awareness of applicable laws, regulations, and best practices in residential vector control.

Public Education & Outreach

- Supports educational initiatives to inform residents about mosquito prevention.
- Participates in community events, presentations, and other outreach activities.

Other Duties

- Performs and supervises adulticide operations, including periodic work on nights and evenings.
- Assists in maintenance of equipment and facilities as needed.
- Occasionally works with the laboratory, or other departments on special projects.

Qualifications

The qualifications below outline the knowledge and abilities of an ideal candidate. A candidate shall either already possess these qualifications or demonstrate the ability to obtain them after a reasonable period of service.

Education and Experience

A combination of education and experience sufficient to carry out the duties of this position, including but not limited to:

- Certificate or Degree in a public health, pest control, or related field is preferred,
- Three (3) or more years of progressively responsible experience in mosquito control operations, including demonstrated leadership, team coordination, or project management responsibilities (formal supervisory experience preferred but not required); OR
- Equivalent experience in vector control, public health, or environmental services with demonstrated leadership and public engagement responsibilities.

- Experience working directly with residential communities, neighborhood associations, or similar public-facing roles is highly desirable.

Knowledge of

- Principles and practices of mosquito biology, surveillance, and control.
- Identification and management of residential mosquito sources.
- Safe handling, mixing, and application of pesticides.
- FAA Part 107 regulations and safe operation of drones for surveillance and treatment.
- Principles and practices of supervision, training, and evaluation.
- Community engagement strategies for fostering cooperation and trust.
- Conflict resolution and complaint management techniques.
- Data collection, interpretation, and reporting methods.
- Applicable federal, state, and local laws, regulations, and safety requirements for vector control.
- Proper use and maintenance of field equipment, vehicles, and digital recordkeeping systems.

Ability to

- Lead and motivate a team to consistently meet operational objectives.
- Promote a culture of respect, timeliness, and compassion within the team.
- Communicate clearly, concisely, and professionally with residents and stakeholders.
- Analyze and interpret operational data to guide decision-making.
- Plan, coordinate, and execute complex field operations safely and efficiently.
- Operate drones and other specialized equipment in compliance with FAA regulations.
- Address conflicts diplomatically and foster cooperative relationships.
- Present technical information to non-technical audiences.
- Work independently while managing multiple priorities in a fast-paced environment.

Licenses, Certificates, and Special Requirements

- Possession of a valid California Class C driver's license and insurability under District policies.
- Must be at least 18 years of age.
- Successful completion of a pre-employment background check, physical, and drug screening.
- Enrollment in the DMV Pull Notice Program is required.
- Valid California Department of Public Health Vector Control Technician Certifications in Categories A, B, C, and D or the ability to obtain within twelve (12) months of appointment.
- Possession of a current FAA Part 107 Remote Pilot Certificate for drone operations, or the ability to obtain within twelve (12) months of appointment.

Working Conditions & Supplemental Information

Work is performed in both field and office environments. Field work involves exposure to variable weather conditions, uneven terrain, pesticides, insects, and potentially confrontational interactions with the public. Office work involves standard equipment and conditions, including computer use and administrative duties.

Mental and Physical Demands

- Physically able to perform fieldwork, including walking long distances over uneven terrain, lifting up to 50 pounds, bending, stooping, and operating equipment.

- Perform repetitive motions such as data entry and pesticide application.
- Tolerate outdoor work in high temperatures, humidity, and sun exposure.
- Communicate clearly and effectively in person, by phone, and in writing.
- Maintain situational awareness and sound judgment in dynamic field conditions.
- Handle occasional confrontational interactions with professionalism and composure.
- Comfortable working in a structured environment with frequent interaction with employees and the public. May occasionally deal with irate members of the public.

DELTA MOSQUITO & VECTOR CONTROL DISTRICT

AGRICULTURAL OPERATIONS LEAD

Definition

Under the direction of the Operations Program Manager, the Agricultural Operations Lead plans, coordinates, and supervises vector control operations in agricultural settings across the District. This role focuses on productive lands such as dairies, orchards, row crops, and vineyards, engaging directly with farmers, agricultural companies, and industry groups to promote mosquito prevention through sustainable water management and best agricultural practices.

Position Status

This is a full-time non-exempt position.

Distinguishing Characteristics

This class is distinguished by its focus on large-scale, revenue-generating agricultural operations. The position requires advanced knowledge of agricultural systems, strong supervisory skills, and the ability to collaborate with stakeholders such as farmers, commodity groups, and irrigation districts, aligning mosquito control practices with agricultural production schedules and economic outcomes.

Essential Functions

Under general direction, the AGRICULTURAL OPERATIONS LEAD performs the following duties:

Operational Planning & Supervision

- Plans, schedules, and supervises mosquito control operations in productive agricultural lands.
- Ensures seasonal and full-time staff are trained in surveillance, control methods, and safe ATV/drone operations.
- Coordinates control activities with agricultural production schedules to minimize disruption.
- Reviews operational data to identify trends and optimize resource use.

Stakeholder Coordination

- Builds strong working relationships with farmers, agricultural companies, irrigation districts, and commodity groups.
- Participates in industry meetings to promote best practices for mosquito prevention.
- Collaborates on irrigation and water management strategies to reduce mosquito breeding.

Field Operations

- Conducts inspections and treatments, primarily in agricultural environments, including fields, orchards, and irrigation systems.
- Supervises pesticide application in compliance with regulations and label requirements.
- Oversees source reduction activities, including water management and habitat modification.
- Operates ATVs and drones for surveillance and treatment.

Data Management & Reporting

- Ensures accurate and timely data collection by field staff.
- Analyzes operational data to support planning and reporting.
- Maintains comprehensive records of operations and stakeholder interactions.

Safety & Compliance

- Ensures compliance with Cal/OSHA, CDPH, FAA, and pesticide safety regulations.
- Trains and verifies that all team members using ATVs or drones are properly certified and competent.
- Promotes safe work practices in all operations.

Other Duties

- Performs and supervises adulticide operations, including periodic work on nights and evenings.
- Assists in maintenance of equipment and facilities as needed.
- Occasionally works with the laboratory, or other departments on special projects.

Qualifications

The qualifications below outline the knowledge and abilities of an ideal candidate. A candidate shall either already possess these qualifications or demonstrate the ability to obtain them after a reasonable period of service.

Education and Experience

A combination of education and experience sufficient to carry out the duties of this position, including but not limited to:

- Certificate or Degree in a public health, pest control, or related field is preferred,
- Three (3) or more years of progressively responsible experience in mosquito control operations, including demonstrated leadership, team coordination, or project management responsibilities (formal supervisory experience preferred but not required); OR
- Equivalent experience in agricultural operations, public health, or environmental services with demonstrated leadership and stakeholder engagement responsibilities.
- Experience working directly with farming operations, commodity groups, or irrigation districts is highly desirable.

Knowledge of

- Principles and practices of mosquito biology, surveillance, and control.
- Agricultural production systems, irrigation schedules, and water management practices.
- Safe handling, mixing, and application of pesticides.
- FAA Part 107 regulations and safe drone operation.
- Supervisory principles and training techniques.
- Stakeholder engagement strategies for agricultural communities.
- Data collection, interpretation, and reporting methods.
- Proper use and maintenance of ATVs, drones, and field equipment.

Ability to

- Lead and motivate a team to meet operational objectives.

- Coordinate operations with agricultural production schedules.
- Communicate effectively with agricultural stakeholders.
- Analyze operational data and adapt strategies.
- Promote safe and effective use of ATVs and drones.
- Present technical information clearly to non-technical stakeholders.
- Work independently and manage multiple projects.

Licenses, Certificates, and Special Requirements

- Possession of a valid California Class C driver's license and insurability under District policies.
- Must be at least 18 years of age.
- Successful completion of a pre-employment background check, physical, and drug screening.
- Enrollment in the DMV Pull Notice Program is required.
- Valid California Department of Public Health Vector Control Technician Certifications in Categories A, B, C, and D, or the ability to obtain within twelve (12) months of appointment.
- Possession of a current FAA Part 107 Remote Pilot Certificate for drone operations, or the ability to obtain within twelve (12) months of appointment.

Working Conditions & Supplemental Information

Work is performed in both field and office environments. Field work involves exposure to variable weather conditions, uneven terrain, pesticides, insects, and potentially confrontational interactions with the public. Office work involves standard equipment and conditions, including computer use and administrative duties.

Mental and Physical Demands

- Physically able to perform fieldwork, including walking long distances over uneven terrain, lifting up to 50 pounds, bending, stooping, and operating equipment.
- Perform repetitive motions such as data entry and pesticide application.
- Tolerate outdoor work in high temperatures, humidity, and sun exposure.
- Communicate clearly and effectively in person, by phone, and in writing.
- Maintain situational awareness and sound judgment in dynamic field conditions.
- Handle occasional confrontational interactions with professionalism and composure.
- Safely operate and load/unload ATVs and other equipment.
- Assist in retrieving vehicles and equipment stuck in mud or difficult terrain.
- Remain alert to and take precautions against potential wildlife encounters.
- Comfortable working in a structured environment with frequent interaction with employees and the public. May occasionally deal with irate members of the public.

DELTA MOSQUITO & VECTOR CONTROL DISTRICT

RURAL PROPERTIES OPERATIONS LEAD

Definition

Under the direction of the Operations Program Manager, the Rural Properties Operations Lead plans, coordinates, and supervises vector control operations in rural residential and public lands, including pastures, large private estates, rivers, ditches, marshes, and other natural or semi-natural areas. The role focuses on engaging with landowners and public land managers to build cooperative relationships that support sustainable mosquito prevention.

Position Status

This is a full-time non-exempt position.

Distinguishing Characteristics

This class is distinguished by its work in large, often remote properties and natural landscapes where stakeholders may not be revenue-driven. The position requires strong relationship-building skills, adaptability to varied environments, and the ability to coordinate operations across diverse property types, including lands managed for conservation or recreation.

Essential Functions

Under general direction, the Rural Properties Operations Lead performs the following duties:

Operational Planning & Supervision

- Plans, schedules, and supervises mosquito control operations in rural and natural settings.
- Ensures seasonal and full-time staff are trained in surveillance, control methods, and safe ATV/drone operations.
- Coordinates operations to align with land use activities, grazing schedules, and habitat management plans.
- Reviews operational data to improve efficiency and impact.

Stakeholder Coordination

- Builds trust with landowners, ranchers, public agencies, and conservation groups.
- Partners with agencies such as Fish & Wildlife to address mosquito issues in sensitive habitats.
- Encourages cooperation from stakeholders with varied motivations and land use goals.

Field Operations

- Conducts inspections and treatments, primarily in rural properties and natural habitats.
- Supervises pesticide application in compliance with regulations and label requirements.
- Manages source reduction activities, including vegetation management and water control.
- Operates ATVs and drones for surveillance and treatment.

Data Management & Reporting

- Ensures accurate and timely data collection and entry by field staff.
- Analyzes operational data to support decision-making.
- Maintains detailed records of operations and stakeholder engagement.

Safety & Compliance

- Ensures compliance with Cal/OSHA, CDPH, FAA, and pesticide safety regulations.
- Verifies all team members using ATVs or drones are trained and competent.
- Promotes safety in remote and challenging environments.

Other Duties

- Performs and supervises adulticide operations, including periodic work on nights and evenings.
- Assists in maintenance of equipment and facilities as needed.
- Occasionally works with the laboratory, or other departments on special projects.

Qualifications

The qualifications below outline the knowledge and abilities of an ideal candidate. A candidate shall either already possess these qualifications or demonstrate the ability to obtain them after a reasonable period of service.

Education and Experience

A combination of education and experience sufficient to carry out the duties of this position, including but not limited to:

- Certificate or Degree in a public health, pest control, or related field is preferred,
- Three (3) or more years of progressively responsible experience in mosquito control operations, including demonstrated leadership, team coordination, or project management responsibilities (formal supervisory experience preferred but not required); OR
- Equivalent experience in rural property management, public health, environmental services, or natural resource management with demonstrated leadership responsibilities.
- Experience working directly with private landowners and public land agencies is highly desirable.

Knowledge of

- Principles and practices of mosquito biology, surveillance, and control.
- Management of rural properties, pastures, and natural/public lands.
- Safe handling, mixing, and application of pesticides.
- FAA Part 107 regulations and safe drone operation.
- Supervisory principles and training techniques.
- Relationship-building strategies for diverse rural stakeholders.
- Data collection, interpretation, and reporting methods.
- Safe and effective use of ATVs, drones, and field equipment.

Ability to

- Lead and motivate a team in diverse field environments.
- Build trust with stakeholders who may not have economic incentives.

- Adapt operations to varying property types and environmental conditions.
- Operate ATVs and drones safely and ensure team competency.
- Analyze data and adjust operational plans accordingly.
- Handle challenges such as wildlife encounters and equipment recovery.
- Work independently while managing multiple operations.

Licenses, Certificates, and Special Requirements

- Possession of a valid California Class C driver's license and insurability under District policies.
- Must be at least 18 years of age.
- Successful completion of a pre-employment background check, physical, and drug screening.
- Enrollment in the DMV Pull Notice Program is required.
- Valid California Department of Public Health Vector Control Technician Certifications in Categories A, B, C, and D, or the ability to obtain within twelve (12) months of appointment.
- Possession of a current FAA Part 107 Remote Pilot Certificate for drone operations, or the ability to obtain within twelve (12) months of appointment.

Working Conditions & Supplemental Information

Work is performed in both field and office environments. Field work involves exposure to variable weather conditions, uneven terrain, pesticides, insects, and potentially confrontational interactions with the public. Office work involves standard equipment and conditions, including computer use and administrative duties.

Mental and Physical Demands

- Physically able to perform fieldwork, including walking long distances over uneven terrain, lifting up to 50 pounds, bending, stooping, and operating equipment.
- Perform repetitive motions such as data entry and pesticide application.
- Tolerate outdoor work in high temperatures, humidity, and sun exposure.
- Communicate clearly and effectively in person, by phone, and in writing.
- Maintain situational awareness and sound judgment in dynamic field conditions.
- Handle occasional confrontational interactions with professionalism and composure.
- Safely operate and load/unload ATVs and other equipment.
- Assist in retrieving vehicles and equipment stuck in mud or difficult terrain.
- Remain alert to and take precautions against potential wildlife encounters.
- Comfortable working in a structured environment with frequent interaction with employees and the public. May occasionally deal with irate members of the public.

DELTA MOSQUITO & VECTOR CONTROL DISTRICT

Vector Control Specialist

Definition

Under the direction of the assigned Operations Lead and the Foreman, the Vector Control Specialist is an extended seasonal field technician responsible for conducting routine inspection and control operations alongside the Lead and seasonal staff. While most duties involve regular field work, this position is distinguished by the ability to step into complex, high-responsibility tasks, act in the capacity of the Lead when delegated, and build strong, trust-based relationships with stakeholders. Vector Control Specialists develop specialized knowledge of the best practices and control measures for their assigned operational section and serve as a vital link between the operational team and the Foreman for equipment, facilities, and inventory matters.

Position Status

This is an extended seasonal non-exempt position. Extended seasonal employees work longer than standard seasonal employees, with an operational season that extends before and after the regular 6-month term.

Essential Functions

Under general direction, the Vector Control Specialist performs the following duties:

Routine Inspection and Control

- Conducts regular inspections, surveillance, and control activities in assigned operational areas alongside the Lead and seasonal staff.
- Performs larviciding, adulticiding, and source reduction in accordance with established protocols and regulations.
- Collects operational data and ensures accurate recordkeeping for treatments and inspections.
- Follows established best practices and specialized control measures for the assigned operational section.

Support for Complex and High-Responsibility Tasks

- Assists the Lead with complex inspections, high-profile service requests, and operations requiring advanced skills or additional expertise.
- Represents the Lead when delegated, including interactions with farmers, government officials, residents, and other stakeholders.
- Participates in warrant-based operations, ensuring legal and procedural compliance.
- Provides operational support for special projects and tricky operations requiring additional coordination.

Stakeholder Engagement

- Builds trust and maintains positive relationships with stakeholders, including landowners, agricultural operators, public agencies, and community members.
- Communicates professionally and effectively to address questions, explain control measures, and promote cooperation with mosquito prevention efforts.

Coordination with the Foreman

- Works with the Lead to ensure all team members are trained on safe and proper equipment use.
- Assists in maintaining accurate inventory of supplies, materials, and equipment.
- Supports the care and maintenance of facilities and equipment according to the Foreman's direction.
- Communicates equipment needs, repairs, and facility issues promptly to the Foreman.

Special Projects and Operations

- Participates in special operations such as drone applications, large-scale treatments, and best-practice trials under the supervision of the Lead or Foreman.
- Assists in developing, testing, and implementing new operational methods and tools.

Safety and Compliance

- Follows all safety protocols, PPE requirements, and regulatory guidelines in field operations.
- Ensures safe operation of vehicles, ATVs, boats, and drones when assigned.
- Maintains compliance with Cal/OSHA, CDPH, FAA, and pesticide regulations.

Qualifications

The qualifications below outline the knowledge and abilities of an ideal candidate. A candidate shall either already possess these qualifications or demonstrate the ability to obtain them after a reasonable period of service.

Education and Experience

A combination of education and experience sufficient to carry out the duties of this position, including but not limited to:

- High school diploma, Certificate or Degree in a public health, pest control, or related field is a plus,
- Two (2) or more years of progressively responsible experience in mosquito control operations, vector surveillance, or a related public health/environmental service; OR
- Equivalent experience in an operational role involving field inspection, treatment, or equipment operation with demonstrated technical proficiency.
- Experience with specialized equipment operation, such as ATVs or drones, is desirable.

Knowledge of

- Principles and practices of mosquito biology, surveillance, and control.
- Operational procedures for inspections, treatments, and data collection.
- Safe handling, mixing, and application of pesticides.
- Proper operation and maintenance of vehicles, ATVs, boats, and drones.
- Best practices and specialized control measures for the assigned operational section.
- Equipment inventory and maintenance tracking methods.

- Safety protocols, PPE use, and applicable laws/regulations.
- Effective communication techniques for working with diverse stakeholders.

Ability to

- Perform routine and advanced field inspections, treatments, and data collection accurately and efficiently.
- Serve as a reliable representative of the Lead when delegated.
- Build trust and maintain cooperative relationships with stakeholders in varied settings.
- Work closely with the Lead to ensure equipment readiness, facility care, and proper inventory management.
- Operate and maintain vehicles, ATVs, and drones safely.
- Adapt to varied and challenging work environments.
- Communicate clearly and professionally with supervisors, peers, and the public.
- Work both independently and as part of a team in fast-paced field operations.

Licenses, Certificates, and Special Requirements

- Possession of a valid California Class C driver's license and insurability under District policies.
- Must be at least 18 years of age.
- Successful completion of a pre-employment background check, physical, and drug screening.
- Enrollment in the DMV Pull Notice Program is required.
- Valid California Department of Public Health Vector Control Technician Certifications in Categories A and B, or the ability to obtain within twelve (12) months of appointment.
- Possession of a current FAA Part 107 Remote Pilot Certificate for drone operations, or the ability to obtain within twelve (12) months of appointment.

Working Conditions & Supplemental Information

Work is performed primarily in the field, with some duties in office or maintenance settings. Field work involves exposure to variable weather conditions, uneven terrain, pesticides, insects, and potentially confrontational interactions with the public. The position may require early morning, evening, weekend, or holiday work as assigned. Office and maintenance work involves standard equipment and conditions.

Mental and Physical Demands

- Physically able to perform fieldwork, including walking long distances over uneven terrain, lifting up to 50 pounds, bending, stooping, and operating equipment.
- Perform repetitive motions such as data entry and pesticide application.
- Tolerate outdoor work in high temperatures, humidity, and sun exposure.
- Communicate clearly and effectively in person, by phone, and in writing.
- Maintain situational awareness and sound judgment in dynamic field conditions.
- Safely operate and load/unload ATVs and other equipment.
- Assist in retrieving vehicles and equipment stuck in mud or difficult terrain.
- Remain alert to and take precautions against potential wildlife encounters.



Delta Mosquito & Vector Control District

Job Description:

Vector Control Technician I

DEFINITION

Under supervision, inspects properties for mosquito sources, monitors sources for the presence of mosquito life stages, uses a variety of control methods to prevent mosquitoes from hatching into biting adults, maintains assigned equipment and other workspace, and completes other related tasks that support the District mission as required.

POSITION STATUS

This is a temporary, at-will and non-benefited position. Assignment to this position can not exceed 1,000 hours in a fiscal year.

ESSENTIAL FUNCTIONS

Under supervision, the Vector Control Technician I carries out assignments as trained, the details of which have been planned and organized by supervisory staff. Work is performed in accordance with established methods and safety protocols. Work assignments are accompanied by oral or written instructions.

The Vector Control Technician I inspects public, residential, and commercial properties for the presence of standing water; samples sources of standing water for the presence of mosquito developmental stages; and uses physical, chemical, and biological control methods to suppress mosquito population abundance. Technicians are responsible for cleaning, general maintenance, and simple repair of their assigned equipment and general workspaces. Vector control technicians must interact with members of the public in a calm, courteous, and professional manner.

Vector Control Technicians use mobile data collection devices to accurately record daily activities relating to property and source inspections, control activities, safety inspections, and other activities. Technicians use a combination of mobile mapping applications, such as Google or Apple maps, and paper maps to safely navigate to locations throughout the District. He/She is required to manage time effectively in the field, using the mobile data collection device.

Vector Control Technicians must safely drive motor vehicles on public and private roads and operate hand and power spraying equipment. The individual is expected to maintain a clean and safe work vehicle and to maintain other equipment appropriately. Mechanical issues with their assigned motor vehicle or other equipment are promptly reported to supervisors. The individual must follow all safety policies and wear appropriate protective equipment as required by Federal, State, Local, and District policies and regulations. Technicians assist in maintaining a clean and organized workplace, which includes disinfecting work counters, sweeping, mopping, taking out trash, organizing, and other necessary District activities. Appropriate protective equipment is supplied for all activities.

The Vector Control Technician I works throughout the District including on public, residential, agricultural, and commercial properties in a variety of conditions. Physical labor such as loading equipment, emptying water sources, lifting sewer or storm drain covers, removing debris, and other contaminants may be necessary. Walking over rough terrain to inspect and control sources is necessary. The individual may be asked to collect animal and bird carcasses affected by vector-borne pathogens.

Technicians attend training sessions and read provided manuals to keep informed of regulations, policies, and procedures. Technicians notify supervisors of progress and problems, requesting consultation as required. Employees are responsible for following all protocols and guidelines provided.

Other duties that support the District's goals may be assigned.

QUALIFICATIONS

Education: High School Diploma or G.E.D. equivalent

Knowledge of:

- Standard vehicle operation including observing legal and defensive driving practices.
- Reading, writing, and oral communication.
- Time management and working independently as well as cooperatively with others.
- Mobile phone, tablet, and/or laptop operations.
- Basic mathematical operations.
- General biology.
- Accurate recordkeeping.

Skilled in:

- Use of mobile phone, tablet, and/or laptop.
- Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals.

Ability to:

- Understand Safety Data Sheets and pesticide label information.
- Learn basic mosquito life cycles and to make field identifications of genera and life stages.
- Complete daily vehicle safety inspection, fuel vehicle, and maintain a clean, organized work vehicle.
- Learn how to safely operate a manual transmission vehicle and hand or power spraying equipment, and pesticide equipment.
- Make accurate observations and maintain detailed records, field notes, and maps.
- Accurately record data using a mobile device.
- Navigate to various locations using a mobile device.
- Understand and follow oral and written instructions including those in text, diagram, or schedule form.
- Accurately calculate, measure, and apply pesticides according to instructions and EPA product labels.
- Relate concepts such as rate, ratio, percentages, area, and volume to practical situations
- Establish and maintain good working relationships with the public and fellow employees.
- Perform moderate to heavy physical labor frequently in temperatures above 90 degrees Fahrenheit.
- Work independently and responsibly to complete assigned activities in a timely manner without direct supervision.
- Correctly use personal protective equipment.

Licenses, certificates, and other special requirements:

DMVCD Job Description: Vector Control Technician I

Updated: 02/22/2022

- Possession of a valid California Class C driver’s license with a good driving record during the entire time of employment. Employees are enrolled in the DMV Pull Notice Program.
- Must qualify for insurance coverage by the District’s insurance carrier. No major violations and no more than 3 points in a 12-month period, 5 in a 24-month, or 7 in a 36-month period on driving record. A DMV printout is required.
- Must be at least 18 years old.
- Successful completion of pre-employment physical examination and drug screening paid for by the District.

WORKING CONDITIONS & SUPPLEMENTAL INFORMATION

The majority of work in this position is performed outdoors in varying temperatures and within and around various types of aquatic habitats, including polluted water sources. Hazards may include insect bites, chemicals, fumes, dust, hazardous materials, venomous insects, vectors and vector-borne diseases, rough terrain, inclement weather conditions, vicious animals, and poisonous plants and animals. This position requires the use of hand and powered equipment as well as frequent driving of automatic and/or manual transmission vehicles as well as getting in and out of vehicles frequently.

The following list of mental and physical demands are required to successfully perform the essential job duties of this class:

- Physically able to perform manual labor, lift weights up to 50 pounds.
- Work under hot and unpleasant weather and environmental conditions outdoors.
- Perform repetitive motions such as those associated with mobile device usage, loading/unloading work vehicles.
- Walk long distances and traverse rough, sloping and/or uneven ground such as yards, fields, dirt banks, stream beds, and shallow ponds.
- Ability to swim.
- Ability to tolerate insect bites and stings such as mosquito bites and bee stings, etc.
- Ability to be vaccinated for various diseases to which the employee may be exposed to in the course of duties. Vaccinations may be required, at District expense, depending on changing exposure risk.

Physical Demands:

Physical Activities	Rarely	Sometimes	Often
Stand			X
Walk			X
Sit		X	
Use hands to manipulate, feel, hold, or handle			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch, bend, or crawl			X

Physical Activities	Rarely	Sometimes	Often
Talk or hear			X
Taste or smell			X
Lift up to 10 pounds			X
Lift up to 25 pounds		X	
Lift up to 50 pounds		X	
Lift up to 100 pounds	X		
Lift over 100 pounds	X		

Vision Requirements

Close vision (clear vision at 20 inches or less): Identification of species and stage of larval development, and driving.

Distance vision (clear vision at 20 feet or more): Environmental evaluation, control of mosquito vector sources, safety, and driving.

Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point): Environmental evaluation, control of mosquito vector source, safety, and driving.

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships): Environmental evaluation, control of vector source, safety, and driving.

Work Environment	Rarely	Sometimes	Often
Wet or humid		X	
Near moving mechanical parts		X	
Outdoor weather conditions			X
Fumes of airborne particles	X		
Toxic or caustic chemicals		X	
Extreme heat		X	

The position typically experiences a moderate noise level consistent with an office with computers and printers or light traffic. Occasionally, the noise level is consistent with an automotive repair shop.

The Delta Mosquito and Vector Control District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status,

sexual orientation, religion, age, veteran status, or disability.

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

I, _____, have read and understand the job description for the Vector Control Technician I position including the essential work functions of this position. I am fully capable of performing all aspects of the Vector Control Technician I position while employed by the Delta Mosquito and Vector Control District.

Signature

Date

DELTA MOSQUITO AND VECTOR CONTROL DISTRICT

ADMINISTRATIVE AND FISCAL COORDINATOR

Definition

Under the direction of the General Manager, the Administrative and Fiscal Coordinator performs complex and responsible administrative, fiscal, and clerical duties in support of the District's financial operations, recordkeeping, and administrative functions. The position requires initiative, attention to detail, and the ability to manage sensitive information while interacting with staff, trustees, and the public. The Coordinator also supports payroll processing, accounting, records administration, employee systems, and board documentation.

Position Status

This is a full-time, probationary, non-exempt position.

Distinguishing Characteristics

This class is distinguished from other District administrative classes in the complexity, independence, and diversity of work. This position directly supports the management of the agency, requiring a solid understanding of all aspects of the District's administrative operations and the exercise of good judgment and initiative along with effective communication to ensure the continuity of the District's administrative operations. This class is expected to be the lead role in all aspects of fiscal management and clerical practices and to provide a primary supportive role in other aspects of District governance.

Essential Functions

Under general direction, the Administrative and Fiscal Coordinator performs the following duties:

Fiscal and Payroll Operations

- Coordinates the administration of the District's fiscal-year budget, ensuring accurate tracking of expenditures, alignment with board-approved appropriations, and timely reconciliation of accounts. Supports the General Manager in monitoring budget status and preparing projections, mid-year reviews, and year-end summaries.

- Administers the full accounts payable process, including the receipt, verification, coding, and timely processing of all invoices. Maintains comprehensive and organized records to support internal audits and public transparency.
- Manages relationships with vendors and service providers, ensuring all required documentation (e.g., W-9s, insurance certificates) is on file and up to date. Coordinates with vendors to clarify invoices, resolve discrepancies, and track recurring obligations such as maintenance contracts and service agreements.
- Oversees and maintains the District's bank accounts, including reconciliation of monthly statements, tracking of check issuance and electronic fund transfers (EFTs), and ensuring proper controls are in place for disbursements.
- Monitors the status of District funds held with the County Treasurer and any authorized investment pool or banking institution. Tracks tax receipts, fund transfers, interest accruals, and reserve balances to ensure compliance with board policy and budgeted projections.
- Independently prepares and processes payroll, including regular pay, overtime, and adjustments, in accordance with District policies and applicable laws. Ensures payroll records are accurate, reconciled, and submitted on schedule.
- Manages CalPERS-related transactions, including retirement contributions, benefit deductions, and reporting deadlines. Maintains compliance with state and agency requirements for retirement and benefit programs.
- Supports annual financial activities, including budget development, audit preparation, and coordination with external accountants or auditors to ensure timely and accurate reporting.

Administrative Coordination

- Maintains a variety of employee records, including attendance, leave accruals, time off, and compensation records; communicates related information clearly to staff and management.
- Supports the General Manager in the broader administration of the District, including assistance with scheduling, correspondence, and operational documentation.
- Assists in reviewing, drafting, and maintaining administrative policies and procedures to support compliance, internal controls, and operational efficiency. Conducts research on best practices and proposes updates aligned with District goals.

- Coordinates general office operations, including supply inventory, equipment maintenance requests, and support for other administrative staff and seasonal clerical roles.
- Assists in preparing reports, financial summaries, and budget support documentation.
- Tracks key deadlines and deliverables for District contracts, vendor agreements, and grant-funded activities. Assists in preparing required documentation and reports.
- Assists in coordinating recruitment processes including job postings, scheduling interviews, applicant communication, and onboarding. Maintains employee personnel files in compliance with confidentiality and legal requirements.
- Maintains and organizes official District records in compliance with applicable records retention schedules and public records laws. Assists with preparing records for archiving, digitization, and/or destruction following legal guidelines.
- Assists with tracking, retrieving, and coordinating responses to public records requests in accordance with the California Public Records Act.

Public Engagement/Supervision

- Provides front-office reception services and supports the public with vector control concerns by responding to service requests and directing inquiries.
- Offers courteous and professional service in person, over the phone, and electronically.
- Assists with occasional outreach and education events.
- Supervises subordinate clerical staff.

Board and Policy Support

- Prepares Board meeting materials, packets, and public notices in accordance with the Brown Act.
- Maintains accurate minutes and records of proceedings when needed.
- Assists the General Manager with policy and procedural research and updates.

Other Duties

- Supports special projects and performs related duties as assigned.
 - May assist other departments in administrative matters.
-

Qualifications

The qualifications below outline the knowledge and aptitude of an ideal candidate for the position. A candidate shall either already possess these qualifications or demonstrate the ability to obtain them after a reasonable period of service in the position.

Education and Experience

A candidate for this position shall have a combination of education and experience sufficient to carry out the duties and responsibilities of this position, examples of these qualifications (but not limited to) include:

- A Bachelor's degree from an accredited institution in accounting, public/business administration, or a closely related field, and two (2) years of progressively responsible administrative or fiscal support experience;
– OR –
- Six (6) or more years of progressively responsible experience in accounting, payroll, or administrative support, with increasing responsibility for financial systems and records management, and some experience in governmental accounting, in lieu of a degree.

Knowledge of

- Principles and practices of fiscal-year budget administration, expenditure tracking, and financial reconciliation
- Governmental accounting and fund management procedures, including compliance with public finance laws
- Accounts payable procedures, internal controls, and audit trail documentation
- Payroll processing systems and relevant labor and tax regulations
- CalPERS retirement system reporting and benefit administration

- Principles of administrative support, office operations, and public agency recordkeeping
 - Public records retention schedules and legal compliance requirements (e.g., CPRA)
 - Basic human resources functions such as onboarding, timekeeping, and policy documentation
 - Effective vendor management and contract tracking practices
 - Proper use and maintenance of financial software (Quickbooks), spreadsheet tools (Excel or Google Sheets), database systems.
 - English usage, grammar, spelling, and punctuation
 - Modern office equipment, filing systems, and communication tools (e.g., email, digital ticketing systems)
 - **Spanish fluency is preferred.**
-

Ability to

- Administer and monitor a public agency budget across multiple funds and accounts
- Maintain accurate and well-organized records for payroll, expenditures, and vendor activity
- Process vendor invoices, employee timesheets, and payroll records independently and in a timely manner
- Reconcile bank statements and coordinate with financial institutions and County investment offices
- Track tax receipts, reserve fund activity, and financial transfers across multiple institutions
- Work with external auditors and accountants to support financial reporting and ensure compliance
- Communicate clearly, concisely, and professionally both orally and in writing
- Manage confidential employee information with discretion and comply with all privacy and security requirements

- Use judgment to interpret and apply policies and procedures in varied situations
 - Learn and adapt to new software and digital systems used in office administration
 - Learn to use the District's digital field data management system (e.g., FieldSeeker) to access and input relevant records
 - Establish and maintain cooperative and effective working relationships with colleagues, vendors, and the public
 - Work independently and meet deadlines with minimal supervision
 - Coordinate and support multiple administrative tasks simultaneously
 - Respond tactfully and efficiently to questions or complaints from the public
-

Licenses, Certificates, and Special Requirements

- Possession of a valid California Class C driver's license and insurability under District policies.
 - Must be at least 18 years of age.
 - Successful completion of a pre-employment background check, physical, and drug screening.
 - *Encouraged to obtain California Department of Public Health Vector Control Technician Certifications in Categories A and B within two (2) years of appointment.*
 - Enrollment in the DMV Pull Notice Program is required.
-

Working Conditions & Supplemental Information

The majority of work in this position is performed in an office environment with exposure to standard office equipment and conditions. The work involves sitting for extended periods, using a computer, and handling phone and electronic communications. The position requires a high level of attention to detail and the ability to manage multiple tasks simultaneously in a busy office setting. Occasional interactions with the public may require patience and professionalism, including handling inquiries and complaints.

Mental and Physical Demands

- Physically able to perform typical office tasks, including sitting, typing, and operating office equipment.
- Perform repetitive motions such as those associated with computer use and data entry.
- Occasionally required to stand, stoop, reach, bend, or move within the office to retrieve files or supplies.
- Ability to communicate clearly and effectively in person, over the phone, and in writing.
- Comfortable working in a structured environment with frequent interaction with employees and the public. May occasionally deal with irate members of the public.



Delta Mosquito & Vector Control District

Job Description:

Seasonal Clerical Assistant

DEFINITION

Under general supervision, the Seasonal Clerical Assistant performs administrative, receptionist, and clerical duties to support the efficient operation of the District. This position serves as a primary contact for the public, manages incoming communications, maintains records, and assists in administrative tasks as assigned. The incumbent must represent the District professionally and ensure accuracy, organization, and efficiency in all work.

POSITION STATUS

This is a temporary, at-will, and non-benefited position. Assignment to this position cannot exceed 1,000 hours in a fiscal year.

ESSENTIAL FUNCTIONS

Under general supervision, the Seasonal Clerical Assistant performs the following duties:

- **Reception & Communication**
 - Answers and directs telephone calls and electronic inquiries, taking messages as needed.
 - Receives visitors, provides information, and refers inquiries to the appropriate staff.
 - Responds to public service requests, logs complaints, and routes service requests to field personnel using the District's digital system.
 - Assists in public outreach efforts by providing basic educational materials to callers and visitors.
- **Clerical & Administrative Support**
 - Enters and updates data within the District's digital system to ensure timely communication of information to employees.
 - Assists in the preparation, receipt, sorting, and distribution of U.S. mail, electronic mail, and parcels.
 - Maintains electronic and paper filing systems for administrative and operational records.
 - Assists in preparing reports, meeting materials, and correspondence.
 - Supports District operations by managing inventory and ordering office supplies as needed.
 - Provides support for payroll, budgeting, and expense review tasks as needed to assist administrative and financial operations.

- **Office Equipment & Technology**
 - Operates office equipment, including computers, copiers, scanners, fax machines, and multi-line telephones.
 - Uses District software, databases, and map-based digital systems for data entry, record management, and reporting.
 - Communicates effectively with fellow employees using the District's digital system, ensuring accurate and timely distribution of information.
- **Board & Field Support**
 - Assists in preparing Board meeting materials, including documentation and packet preparation.
 - Provides administrative support to field personnel as needed.
- **Other Duties**
 - Performs related work as required or assigned.
 - Occasionally assists in special projects or tasks outside regular job functions but within the scope of training and capabilities.

QUALIFICATIONS

- **Education/Experience:**
 - High School Diploma or G.E.D. equivalent.
 - Any combination of training, education, and experience that demonstrates the ability to perform the essential duties of the position.
 - Experience in office administration, customer service, or clerical work is preferred.

Knowledge of:

- Modern office methods, procedures, and equipment.
- General office software for word processing, spreadsheets, data entry, and communication.
- Correct English usage, spelling, grammar, and punctuation.
- Recordkeeping principles and organizational skills.
- Basic database entry and data retrieval.
- Techniques for handling interactions with the public.
- Familiarity with map-based digital systems is a plus.
- Use of mobile phone, tablet, and/or laptop.
- **Fluency in Spanish is strongly preferred.**
- Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals.

Ability to:

- Communicate clearly and effectively, both verbally and in writing.
- Accurately enter and retrieve information from digital systems.
- Work effectively with map-based software and digital tools for tracking field operations.
- Handle irate or difficult callers professionally.
- Prioritize and complete tasks accurately in a fast-paced environment.
- Maintain confidentiality and handle sensitive information with discretion.
- Work independently and collaboratively within a team setting.
- Maintain a neat, well-groomed, and professional appearance.
- Adapt to new technologies and software programs as needed.
- Establish and maintain good working relationships with the public and fellow employees.
- Work independently and responsibly to complete assigned activities in a timely manner without direct supervision.

Licenses, certificates, and other special requirements:

- Possession of a valid California Class C driver's license with a good driving record during the entire time of employment. Employees are enrolled in the DMV Pull Notice Program.
- Must qualify for insurance coverage by the District's insurance carrier. No major violations and no more than 3 points in a 12-month period, 5 in a 24-month, or 7 in a 36-month period on driving record. A DMV printout is required.
- Must be at least 18 years old.
- Successful completion of pre-employment physical examination, background check, and drug screening paid for by the District.

WORKING CONDITIONS & SUPPLEMENTAL INFORMATION

The majority of work in this position is performed in an office environment with exposure to standard office equipment and conditions. The work involves sitting for extended periods, using a computer, and handling phone and electronic communications. The position requires a high level of attention to detail and the ability to manage multiple tasks simultaneously in a busy office setting. Occasional interactions with the public may require patience and professionalism, including handling inquiries and complaints.

The following list of mental and physical demands are required to successfully perform the essential job duties of this class:

- Physically able to perform typical office tasks, including sitting, typing, and operating office equipment.
- Perform repetitive motions such as those associated with computer use and data entry.
- Occasionally required to stand, stoop, reach, bend, or move within the office to retrieve files or supplies.
- Ability to communicate clearly and effectively in person, over the phone, and in writing.
- Comfortable working in a structured environment with frequent interaction with employees and the public. May occasionally deal with irate members of the public.

Physical Demands:

Physical Activities	Rarely	Sometimes	Often
Stand			X
Walk			X
Sit		X	
Use hands to manipulate, feel, hold, or handle			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch, bend, or crawl			X
Talk or hear			X
Taste or smell			X
Lift up to 10 pounds			X
Lift up to 25 pounds		X	
Lift up to 50 pounds	X		
Lift up to 100 pounds	X		
Lift over 100 pounds	X		

Vision Requirements

Close vision (clear vision at 20 inches or less): Identification of text and documents, and driving.

Distance vision (clear vision at 20 feet or more): General safety and driving.

Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point): Office safety.

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships): Clerical tasks, safety, and driving.

Work Environment	Rarely	Sometimes	Often
Wet or humid	X		
Near moving mechanical parts		X	
Outdoor weather conditions		X	
Fumes of airborne particles	X		

Work Environment	Rarely	Sometimes	Often
Toxic or caustic chemicals		X	
Extreme heat		X	

The position typically experiences a moderate noise level consistent with an office with computers and printers or light traffic. Occasionally, the noise level is consistent with an automotive repair shop.

The Delta Mosquito and Vector Control District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status, or disability.

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

I, _____, have read and understand the job description for the Seasonal Clerical Assistant position including the essential work functions of this position. I am fully capable of performing all aspects of the Seasonal Clerical Assistant position while employed by the Delta Mosquito and Vector Control District.

Signature

Date



Delta Mosquito & Vector Control District

Job Description Facilities Technician

DEFINITION

Under direction, performs functional maintenance and technical support work for District facilities, vehicles, equipment, and operations. Duties include basic mechanical work and repairs, facility and grounds maintenance, janitorial work, equipment support, landscaping, assistance with pesticide inventory, and related operational support. This position is expected to work effectively across a variety of maintenance and support assignments and adapt to changing District needs.

POSITION STATUS

This is a temporary, hourly, at-will, as-needed position. This position is non-benefited except for benefits required by applicable state or federal law. This position should not exceed 1,000 hours in a fiscal year.

ESSENTIAL FUNCTIONS

Under the supervision of the Foreman, the Facilities Technician carries out maintenance and support assignments as trained. Work is performed in accordance with established methods, safety requirements, District procedures, and applicable operating instructions. Work assignments are accompanied by oral or written instructions and may vary depending on District priorities and operational needs.

Core duties include assisting in the maintenance, cleanliness, functionality, and organization of District buildings, grounds, vehicles, tools, shop areas, storage areas, and equipment. The technician helps ensure District facilities and operational support areas remain clean, orderly, safe, and ready for use.

The Facilities Technician performs janitorial and general upkeep duties including cleaning restrooms, break areas, offices, counters, floors, work surfaces, and common areas; taking out trash; restocking supplies; and assisting with general housekeeping and organization throughout District property.

Under direction, the technician performs basic mechanical work and repairs involving District facilities, vehicles, and equipment. Duties may include checking and changing fluids, lubrication, battery support, replacing minor parts, assisting with tire and accessory work, equipment setup, routine inspection, and helping identify maintenance issues requiring further attention.

The technician assists in the maintenance and readiness of District vehicles and equipment, including washing, cleaning, organizing, fueling, inspection support, calibration, and preparation for operational use. Mechanical issues, maintenance needs, and damage to facilities, vehicles, or equipment must be promptly reported to supervisory staff.

The Facilities Technician maintains District landscaping and grounds, including basic groundskeeping, weed and vegetation management, irrigation or watering support, cleanup, and related exterior maintenance duties as assigned.

The technician assists with pesticide inventory and related storage and organizational tasks in accordance with District procedures and safety requirements. This may include receiving, moving, stocking, organizing, and helping track pesticides, parts, supplies, and materials used by District staff. The technician will operate a forklift to assist in these duties.

The technician provides support to laboratory, administrative, and operations staff with facility and equipment-related needs. This may include moving materials, setting up workspaces, assisting with

deliveries, organizing storage areas, helping maintain shared work areas, and supporting the general readiness of District property and equipment.

When needed, the technician will provide direct support in District operations, including surveillance, inspections, and treatments, under direction and within the limits of training, safety requirements, and assigned responsibilities. The technician will also assist with field support needs such as vehicle breakdowns, stuck vehicles, and delivery of tools, equipment, or supplies to field staff.

The Facilities Technician must safely drive motor vehicles on public and private roads and operate hand and power tools and other equipment as assigned. The individual is expected to maintain a clean and safe work vehicle and work area and to use District property responsibly and safely.

Technicians use mobile data collection devices, written logs, checklists, and other methods to record maintenance activities, inspections, service needs, inventory support work, and related duties as required. Employees in this classification are expected to manage time effectively and carry out assignments independently or cooperatively with others.

This classification requires the ability to shift between a variety of maintenance, janitorial, technical support, grounds, equipment, and operational support assignments as District needs change. Employees are expected to adapt to varying duties, work locations, and operational priorities and to perform assigned tasks in a safe, responsible, and professional manner.

When interacting with members of the public, vendors, or fellow employees, technicians must do so in a calm, courteous, and professional manner.

Technicians attend training sessions and read provided manuals to remain informed of regulations, policies, procedures, and safe work practices. Technicians notify supervisors of progress and problems and request consultation as required.

Other duties that support the District's goals may be assigned.

QUALIFICATIONS

Education: High School Diploma or G.E.D. equivalent.

Knowledge of:

- Standard vehicle operation including legal and defensive driving practices.
- Basic building and grounds maintenance practices.
- Janitorial methods, materials, and safe cleaning practices.
- Basic mechanical tools, equipment, and shop safety.
- Basic reading, writing, and oral communication.
- Time management and working independently as well as cooperatively with others.
- Mobile phone, tablet, and/or laptop operations.
- Basic mathematical operations.
- Accurate recordkeeping.

Skilled in:

- Use of hand tools and basic power tools.
- Use of mobile phone, tablet, and/or laptop.
- Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals.

Ability to:

- Perform janitorial, maintenance, and general support duties in a safe and dependable manner.

- Perform basic mechanical work and minor repairs under direction.
- Maintain District landscaping and grounds.
- Assist with inspection, cleaning, setup, calibration, and routine care of District equipment, vehicles, and tools.
- Assist with pesticide inventory, organization, and related support duties in accordance with instructions and safety requirements.
- Provide direct support in District operations, including surveillance, inspections, and treatments, under direction.
- Understand and follow oral and written instructions including those in text, diagram, checklist, or schedule form.
- Establish and maintain good working relationships with the public and fellow employees.
- Make accurate observations and maintain basic service records, logs, and checklists.
- Accurately record data using a mobile device or written documentation.
- Safely operate District vehicles and use basic tools and equipment.
- Learn to safely operate a forklift for limited operations.
- Complete daily vehicle safety inspections, fuel vehicles, and maintain clean and organized work vehicles and workspaces.
- Recognize maintenance or safety issues and report them promptly.
- Perform moderate to heavy physical labor frequently in temperatures above 90 degrees Fahrenheit.
- Lift, move, load, and organize supplies, tools, and equipment.
- Work independently and responsibly to complete assigned activities in a timely manner without direct supervision.
- Switch effectively between janitorial, maintenance, grounds, equipment, operational support, and field support assignments as needed.

LICENSES, CERTIFICATES, AND OTHER SPECIAL REQUIREMENTS

- Possession of a valid California Class C driver's license with a good driving record during the entire time of employment. Employees are enrolled in the DMV Pull Notice Program.
- Must qualify for insurance coverage by the District's insurance carrier. No major violations and no more than 3 points in a 12-month period, 5 in a 24-month period, or 7 in a 36-month period on driving record. A DMV printout is required.
- Must be at least 18 years old.
- Successful completion of pre-employment physical examination, background check, and drug screening paid for by the District.

WORKING CONDITIONS & SUPPLEMENTAL INFORMATION

The majority of the work in this position is performed at District facilities and grounds, including shops, storage areas, workspaces, parking areas, and support areas, with some field support and operational support work as assigned. Work is performed in varying temperatures and conditions and may involve exposure to dust, cleaning chemicals, fuels, oils, pesticides, mechanical hazards, noise, moving equipment, rough terrain, inclement weather, and other conditions associated with maintenance and operational support work. This position requires frequent driving of automatic transmission vehicles as well as getting in and out of vehicles frequently.

The following list of mental and physical demands are required to successfully perform the essential job duties of this class:

- Physically able to perform manual labor and lift weights up to 50 pounds.

- Work indoors and outdoors in hot, cold, dusty, wet, or otherwise unpleasant weather and environmental conditions.
- Perform repetitive motions such as those associated with cleaning, tool use, equipment handling, landscaping, and loading/unloading work vehicles.
- Walk, stand, bend, stoop, kneel, crouch, climb, and work around equipment, vehicles, and maintenance areas.
- Safely use cleaning products, hand tools, basic power equipment, and other assigned materials.
- Tolerate common maintenance and field support conditions including dirt, grease, noise, fumes, and outdoor exposure.

ESSENTIAL WORK FUNCTIONS

Physical Activities	Rarely	Sometimes	Often
Stand			X
Walk			X
Sit		X	
Use hands to manipulate, feel, hold, or handle			X
Reach with hands and arms			X
Climb or balance		X	
Stoop, kneel, crouch, bend, or crawl			X
Talk or hear			X
Taste or smell	X		
Lift up to 10 pounds			X
Lift up to 25 pounds			X
Lift up to 50 pounds		X	
Lift up to 100 pounds	X		
Lift over 100 pounds	X		

WORK ENVIRONMENT

Work Environment	Rarely	Sometimes	Often
Wet or humid		X	
Near moving mechanical parts		X	
Outdoor weather conditions		X	
Fumes or airborne particles		X	

Toxic or caustic chemicals		X	
Extreme heat		X	

VISION REQUIREMENTS

Close vision: Equipment handling, cleaning, basic mechanical work, recordkeeping, and mobile device use.

Distance vision: Safety, vehicle operation, movement around District property, and operational support activities.

Peripheral vision: Safety, vehicle operation, and awareness around equipment and active work areas.

Depth perception: Vehicle operation, equipment handling, movement around facilities, and safe performance of maintenance duties.

The position typically experiences noise levels ranging from moderate office and shop noise to louder maintenance, equipment, and vehicle-related noise depending on assignment.

The Delta Mosquito & Vector Control District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status, or disability.

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

Employee Acknowledgment

I, _____, have read and understand the job description for the Facilities Technician position, including the essential work functions of this position. I am fully capable of performing all aspects of this position while employed by the Delta Mosquito and Vector Control District.

Signature

Date

Delta Mosquito & Vector Control District

Job Description Extended Vector Control Technician

DEFINITION

Under supervision, inspects properties for mosquito sources, monitors sources for the presence of mosquito life stages, uses a variety of control methods to prevent mosquitoes from hatching into biting adults, maintains assigned equipment and other workspace, and completes other related tasks that support the District mission as required. This position is expected to perform assignments with an increased level of independence and responsibility and may be assigned specific habitat types, operational areas, or special projects based on District need.

POSITION STATUS

This is a temporary, hourly, at-will position. This position is non-benefited except for benefits required by applicable state or federal law. This position may work an extended season depending on District need and may exceed 1,000 hours in a fiscal year. If the position exceeds applicable eligibility thresholds, enrollment in CalPERS may occur in accordance with law and District requirements.

ESSENTIAL FUNCTIONS

Under supervision, the Extended Vector Control Technician carries out assignments as trained, with an increased expectation of independent judgment, responsibility, and consistent field performance. Work is performed in accordance with established methods and safety protocols. Work assignments are accompanied by oral or written instructions, but the technician is expected to complete routine assignments with a higher degree of independence once trained and to manage assigned duties effectively in the field.

The Extended Vector Control Technician inspects public, residential, agricultural, and commercial properties for the presence of standing water; samples sources of standing water for the presence of mosquito developmental stages; and uses physical, chemical, and biological control methods to suppress mosquito population abundance. Technicians are responsible for cleaning, general maintenance, and simple repair of their assigned equipment and general workspaces. Extended Vector Control Technicians are expected to interact with members of the public in a calm, courteous, and professional manner.

Extended Vector Control Technicians use mobile data collection devices to accurately record daily activities relating to property and source inspections, control activities, safety inspections, and other activities. Technicians use a combination of mobile mapping applications, such as Google or Apple Maps, and paper maps to safely navigate to locations throughout the District. The technician is expected to manage time effectively in the field, maintain accurate records, and carry out assigned activities responsibly with limited direct oversight during routine work.

The Extended Vector Control Technician must safely drive motor vehicles on public and private roads and operate hand and power spraying equipment. The individual is expected to maintain a clean and safe work vehicle and to maintain other equipment appropriately. Mechanical issues with assigned motor vehicles or other equipment are promptly reported to supervisors. The individual must follow all safety policies and wear appropriate protective equipment as required by Federal, State, Local, and District policies and regulations. Technicians assist in maintaining a clean and organized workplace, which includes disinfecting work counters, sweeping, mopping, taking out trash, organizing, and other necessary District activities. Appropriate protective equipment is supplied for all activities.

The Extended Vector Control Technician works throughout the District including on public, residential, agricultural, and commercial properties in a variety of conditions. Physical labor such as loading equipment, emptying water sources, lifting sewer or storm drain covers, removing debris, and other contaminants may be necessary. Walking over rough terrain to inspect and control sources is necessary. The individual may be asked to collect animal and bird carcasses affected by vector-borne pathogens.

This classification may be assigned responsibility for particular habitat types, operational areas, or special projects. Such assignments may include increased responsibility for monitoring, inspection, treatment follow-up, source tracking, data collection, habitat-focused work, or other operational priorities identified by supervisory staff. Employees in this classification are expected to carry out these assignments reliably, maintain good documentation, and communicate progress and problems appropriately.

The Extended Vector Control Technician is expected to perform routine duties with a higher level of accountability and adaptability than entry-level seasonal positions. This includes the ability to transition between daily operational needs, respond appropriately to changing priorities, and complete assigned work in a safe, timely, and professional manner.

Technicians attend training sessions and read provided manuals to keep informed of regulations, policies, and procedures. Technicians notify supervisors of progress and problems, requesting consultation as required. Employees are responsible for following all protocols and guidelines provided.

Other duties that support the District's goals may be assigned.

QUALIFICATIONS

Education: High School Diploma or G.E.D. equivalent

Knowledge of:

- Standard vehicle operation including observing legal and defensive driving practices.
- Reading, writing, and oral communication.
- Time management and working independently as well as cooperatively with others.
- Mobile phone, tablet, and/or laptop operations.
- Basic mathematical operations.
- General biology.
- Accurate recordkeeping.

Skilled in:

- Use of mobile phone, tablet, and/or laptop.
- Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals.

Ability to:

- Understand Safety Data Sheets and pesticide label information.
- Learn basic mosquito life cycles and make field identifications of genera and life stages.
- Complete daily vehicle safety inspection, fuel vehicle, and maintain a clean, organized work vehicle.
- Learn how to safely operate a manual transmission vehicle and hand or power spraying equipment and pesticide equipment.
- Make accurate observations and maintain detailed records, field notes, and maps.
- Accurately record data using a mobile device.
- Navigate to various locations using a mobile device.
- Understand and follow oral and written instructions including those in text, diagram, or schedule form.
- Accurately calculate, measure, and apply pesticides according to instructions and EPA product labels.

- Relate concepts such as rate, ratio, percentages, area, and volume to practical situations.
- Establish and maintain good working relationships with the public and fellow employees.
- Interact with members of the public in a calm, courteous, and professional manner.
- Perform moderate to heavy physical labor frequently in temperatures above 90 degrees Fahrenheit.
- Work independently and responsibly to complete assigned activities in a timely manner without direct supervision.
- Correctly use personal protective equipment.
- Adapt to a variety of field assignments and assume increased responsibility for assigned duties, habitat types, or special projects.
- With training, utilize various field programs to collect, review, and apply a broad range of vector control-related data in support of District operations.

LICENSES, CERTIFICATES, AND OTHER SPECIAL REQUIREMENTS

- Possession of a valid California Class C driver's license with a good driving record during the entire time of employment. Employees are enrolled in the DMV Pull Notice Program.
- Must qualify for insurance coverage by the District's insurance carrier. No major violations and no more than 3 points in a 12-month period, 5 in a 24-month period, or 7 in a 36-month period on driving record. A DMV printout is required.
- Must be at least 18 years old.
- Successful completion of pre-employment physical examination and drug screening paid for by the District.

WORKING CONDITIONS & SUPPLEMENTAL INFORMATION

The majority of work in this position is performed outdoors in varying temperatures and within and around various types of aquatic habitats, including polluted water sources. Hazards may include insect bites, chemicals, fumes, dust, hazardous materials, venomous insects, vectors and vector-borne diseases, rough terrain, inclement weather conditions, vicious animals, and poisonous plants and animals. This position requires the use of hand and powered equipment as well as frequent driving of automatic and/or manual transmission vehicles as well as getting in and out of vehicles frequently.

The following list of mental and physical demands are required to successfully perform the essential job duties of this class:

- Physically able to perform manual labor, lift weights up to 50 pounds.
- Work under hot and unpleasant weather and environmental conditions outdoors.
- Perform repetitive motions such as those associated with mobile device usage and loading/unloading work vehicles.
- Walk long distances and traverse rough, sloping, and/or uneven ground such as yards, fields, dirt banks, stream beds, and shallow ponds.
- Ability to swim.
- Ability to tolerate insect bites and stings such as mosquito bites and bee stings, etc.
- Ability to be vaccinated for various diseases to which the employee may be exposed in the course of duties. Vaccinations may be required, at District expense, depending on changing exposure risk.

PHYSICAL DEMANDS

Physical Activities	Rarely	Sometimes	Often
Stand			X
Walk			X

Sit		X	
Use hands to manipulate, feel, hold, or handle			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch, bend, or crawl			X
Talk or hear			X
Taste or smell			X
Lift up to 10 pounds			X
Lift up to 25 pounds		X	
Lift up to 50 pounds		X	
Lift up to 100 pounds	X		
Lift over 100 pounds	X		

WORK ENVIRONMENT

Work Environment	Rarely	Sometimes	Often
Wet or humid		X	
Near moving mechanical parts		X	
Outdoor weather conditions			X
Fumes of airborne particles	X		
Toxic or caustic chemicals		X	
Extreme heat		X	

VISION REQUIREMENTS

Close vision: Identification of species and stage of larval development, and driving.

Distance vision: Environmental evaluation, control of mosquito vector sources, safety, and driving.

Peripheral vision: Environmental evaluation, control of mosquito vector sources, safety, and driving.

Depth perception: Environmental evaluation, control of vector sources, safety, and driving.

The position typically experiences a moderate noise level consistent with an office with computers and printers or light traffic. Occasionally, the noise level is consistent with an automotive repair shop.

The Delta Mosquito and Vector Control District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status, or disability.

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

Employee Acknowledgment

I, _____, have read and understand the job description for the Extended Vector Control Technician position including the essential work functions of this position. I am fully capable of performing all aspects of the Extended Vector Control Technician position while employed by the Delta Mosquito and Vector Control District.

Signature

Date

Delta Mosquito & Vector Control District

Job Description Surveillance and Vector Control Technician

DEFINITION

Under supervision, performs surveillance and vector control work including setting and retrieving surveillance traps, conducting inspections and treatments with direction, assisting with mosquito identification and laboratory studies, maintaining assigned equipment and vehicles, and completing other related duties in support of District operations. This position is expected to work effectively across a variety of assignments and adapt to changing operational needs.

POSITION STATUS

This is a temporary, hourly, at-will position. This position is non-benefited except for benefits required by applicable state or federal law. This position may work an extended season depending on District need and may exceed 1,000 hours in a fiscal year. If the position exceeds applicable eligibility thresholds, enrollment in CalPERS may occur in accordance with law and District requirements.

ESSENTIAL FUNCTIONS

Under the primary supervision of the Scientific Program Manager, and at times under the temporary supervision of other supervisory staff as assigned, the Surveillance and Vector Control Technician carries out field and laboratory assignments as trained. Work is performed in accordance with established methods, safety requirements, District procedures, and applicable label requirements. Work assignments are accompanied by oral or written instructions and may vary depending on seasonal priorities and operational needs.

Core duties include preparing, setting, servicing, and collecting mosquito and other vector surveillance traps throughout the District. The technician is responsible for ensuring traps, associated equipment, and surveillance supplies are clean, functional, organized, and ready for use. This includes cleaning, maintenance, and simple repair of traps and related materials.

The technician uses mobile data collection devices to accurately record daily activities relating to surveillance, specimen collection, inspections, treatments, safety checks, and other field or laboratory activities. The technician uses mobile mapping applications, such as Google or Apple Maps, and paper maps to safely navigate to locations throughout the District. Employees in this classification are expected to manage time effectively and carry out assignments independently or cooperatively with others.

The Surveillance and Vector Control Technician works throughout the District on public, residential, agricultural, and commercial properties in a variety of conditions. Duties regularly require walking over rough terrain, loading and carrying traps, equipment, pesticides, and other supplies, and performing work in hot weather and around aquatic habitats.

In addition to trap placement and collection, the technician will be assigned to support vector control operations as needed. These assignments may include inspections, treatments, source reduction work, field observations, and other related operational tasks. Depending on assignment, the technician may perform mosquito and vector inspections and make treatments with direction from supervisory or designated staff and in accordance with training, certification status, label requirements, and District procedures.

The technician may assist in mosquito identification, larval specimen processing, laboratory studies, and other scientific or technical support activities. This may include sorting or processing specimens, observing and identifying mosquito life stages, maintaining accurate records, assisting with insectary, hatchery, or

mosquitofish care activities, and supporting research, evaluation, or surveillance-related studies as assigned.

The technician may also collect animal and bird carcasses that are potentially infected with vector-borne pathogens and assist with related field or laboratory handling procedures as directed.

Technicians must safely drive motor vehicles on public and private roads and operate hand and power equipment, application equipment, and other tools as assigned. The individual is expected to maintain a clean and safe work vehicle and to care for District equipment appropriately. Mechanical issues with assigned vehicles or equipment must be promptly reported to supervisors.

Technicians assist in maintaining a clean and organized workplace, which may include disinfecting work counters, cleaning laboratory and work surfaces, sweeping, mopping, taking out trash, organizing equipment and supplies, cleaning restrooms, and other necessary housekeeping activities. Appropriate personal protective equipment is supplied for all activities, and employees are responsible for following all applicable safety requirements.

This classification requires the ability to shift between a variety of surveillance, laboratory, and vector control assignments as District needs change. Employees are expected to adapt to varying duties, work locations, and operational priorities and to perform assigned tasks in a safe, responsible, and professional manner.

When interacting with members of the public, technicians must do so in a calm, courteous, and professional manner.

Technicians attend training sessions and read provided manuals to remain informed of regulations, policies, procedures, and safe work practices. Technicians notify supervisors of progress and problems and request consultation as required.

Other duties that support the District's goals may be assigned.

QUALIFICATIONS

Education: High School Diploma or G.E.D. equivalent.

Knowledge of:

- Standard vehicle operation including legal and defensive driving practices.
- Basic reading, writing, and oral communication.
- Time management and working independently as well as cooperatively with others.
- Mobile phone, tablet, and/or laptop operations.
- Basic mathematical operations.
- General biology.
- Accurate recordkeeping.

Skilled in:

- Use of mobile phone, tablet, and/or laptop.
- Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals.

Ability to:

- Learn specific tasks such as assembling mosquito traps, collecting surveillance samples, conducting inspections, making treatments with direction, and operating specialized equipment.
- Assist with mosquito identification, larval specimen processing, and assigned laboratory studies.
- Understand and follow oral and written instructions including those in text, diagram, or schedule form.

- Establish and maintain good working relationships with the public and fellow employees.
- Make accurate observations and maintain detailed records, field notes, and maps.
- Accurately record data using a mobile device.
- Navigate to various locations using a mobile device.
- Understand Safety Data Sheets and chemical or pesticide label information.
- Work independently and responsibly to complete assigned activities in a timely manner without direct supervision.
- Learn basic mosquito life cycles and make field identifications of life stages.
- Complete daily vehicle safety inspections, fuel vehicles, and maintain a clean and organized work vehicle.
- Perform moderate to heavy physical labor frequently in temperatures above 90 degrees Fahrenheit.
- Accurately calculate, measure, and adjust required supplies and equipment.
- Learn pesticide use and safety requirements applicable to assigned duties.
- Correctly use personal protective equipment.
- Switch effectively between surveillance, laboratory, inspection, and vector control assignments as needed.

LICENSES, CERTIFICATES, AND OTHER SPECIAL REQUIREMENTS

- Possession of a valid California Class C driver's license with a good driving record during the entire time of employment. Employees are enrolled in the DMV Pull Notice Program.
- Must qualify for insurance coverage by the District's insurance carrier. No major violations and no more than 3 points in a 12-month period, 5 in a 24-month period, or 7 in a 36-month period on driving record. A DMV printout is required.
- Must be at least 18 years old.
- Successful completion of pre-employment physical examination, background check, and drug screening paid for by the District.

WORKING CONDITIONS & SUPPLEMENTAL INFORMATION

The majority of the work in this position is performed outdoors in varying temperatures and within and around various types of aquatic habitats, including polluted water sources. Hazards may include insect bites, chemicals, fumes, dust, hazardous materials, venomous insects, vectors and vector-borne diseases, rough terrain, inclement weather conditions, vicious animals, poisonous plants, and venomous animals. This position requires frequent driving of automatic transmission vehicles as well as getting in and out of vehicles frequently. A portion of this work is performed indoors and may include working in high humidity or temperature environments such as the insectary, laboratory, or fish hatchery.

The following list of mental and physical demands are required to successfully perform the essential job duties of this class:

- Physically able to perform manual labor and lift weights up to 50 pounds.
- Work outdoors in hot and unpleasant weather and environmental conditions.
- Perform repetitive motions such as those associated with mobile device usage and loading/unloading work vehicles.
- Walk long distances and traverse rough, sloping, and/or uneven ground such as yards, fields, dirt banks, stream beds, and shallow ponds.
- Ability to swim.
- Ability to tolerate insect bites and stings such as mosquito bites and bee stings.
- Ability to be vaccinated for various diseases to which the employee may be exposed in the course of duties. Vaccinations may be required, at District expense, depending on changing exposure risk.

ESSENTIAL WORK FUNCTIONS

Physical Activities	Rarely	Sometimes	Often
Stand			X
Walk			X
Sit		X	
Use hands to manipulate, feel, hold, or handle			X
Reach with hands and arms			X
Climb or balance			X
Stoop, kneel, crouch, bend, or crawl			X
Talk or hear			X
Taste or smell			X
Lift up to 10 pounds			X
Lift up to 25 pounds		X	
Lift up to 50 pounds		X	
Lift up to 100 pounds	X		
Lift over 100 pounds	X		

WORK ENVIRONMENT

Work Environment	Rarely	Sometimes	Often
Wet or humid	X		
Near moving mechanical parts		X	
Outdoor weather conditions			X
Fumes or airborne particles	X		
Toxic or caustic chemicals		X	
Extreme heat		X	

VISION REQUIREMENTS

Close vision: Identification of species and stage of larval development, driving, and use of mobile devices.

Distance vision: Environmental evaluation, surveillance, vector control activities, safety, and driving.

Peripheral vision: Environmental evaluation, surveillance, vector control activities, safety, and driving.

Depth perception: Environmental evaluation, surveillance, vector control activities, safety, and driving.

The position typically experiences a moderate noise level consistent with an office with computers and printers or light traffic. Occasionally, the noise level is consistent with an automotive repair shop.

The Delta Mosquito & Vector Control District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status, or disability.

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

Employee Acknowledgment

I, _____, have read and understand the job description for the Surveillance and Vector Control Technician position, including the essential work functions of this position. I am fully capable of performing all aspects of this position while employed by the Delta Mosquito and Vector Control District.

Signature

Date

COMMUNITY EDUCATION AND OUTREACH COORDINATOR

Position Definition, Description and Characteristics:

Under the direction of the General Manager and Assistant Manager, the Community Education and Outreach Coordinator is responsible for identifying and utilizing appropriate methods for reaching the District's stakeholders; representing the District in media and community relations appearances; and developing public health communication programs to focus prevention efforts on key behaviors that have the greatest potential to reduce vectors and vector-borne diseases, including creative video and graphic content for digital, broadcast, and print campaigns. This position is among those responsible for information on the District website. The position requires discretion, judgment, creativity, and will be responsible for supervising other personnel during events. Excellent communication skills and sound judgment are required. The position constitutes an exempt employee under the Fair Labor Standards Act.

Example of Duties:

- Develops and implements the District's community outreach strategies, public outreach budget, policies, and procedures. Monitors and evaluates communication campaigns and outreach strategies.
- Identify target audiences and tailor outreach to those audiences.
- Writes, edits, publishes, and disseminates newsletters and other District-produced informational publications.
- Develops and coordinates information posted on the District website and social media platforms.
- Photographs District events for distribution with District related press releases and feature stories.
- Attends meetings of the Board, commissions, and committees as required and serves on assigned committees, community groups, and task forces.
- Plans, schedules, and participates in community and media events, sometimes during the evenings and on weekends, such as fairs, events, and attractions that profile and promote public awareness of the District's mission, activities, and function.
- Develops messaging, talking points, and media training for District staff.
- Serves as spokesperson for the District as assigned by the General Manager.
- Creates and develops multimedia informational/educational materials for public and District use relating to the District's activities. This includes researching, writing, taking professional photos, graphic design, and recording and editing professional videos.
- Answers inquiries by telephone or in-person to accurately provide information requested or to refer parties to the proper sources of information; responds to media questions and inquiries.
- Prepares public information response plans for emergency and disaster situations.
- Develops contacts and relationships with media to create positive media opportunities for the District and manages media-related inquiries, coordinating or giving media interviews.

- Promotes District-sponsored community events, activities and programs; acts as a liaison to citizens, schools, and community groups in providing information and promoting a positive image of the District.
- Gives informational talks to community groups, including homeowners' associations, school districts, business leaders, community groups and other agencies.
- Develops and executes public outreach, awareness, and education programs to promote knowledge of the District's vector control programs to a variety of community stakeholders, including media, government agencies, communities, school districts, utility districts, and residents.
- Performs other related work as required.

Education and Experience:

A bachelor's degree from an accredited college or university in Communications, Public Relations, Journalism, Marketing, Science, Education, or related field. Preferred with at least one year of related experience working in public relations, journalism, for a public health agency, non-profit organization, or vector abatement agency. Some experience working with the media required.

Experience is desired in working and interacting with the public and community members, giving interviews to the media, and delivering presentations to a live audience; writing and/or designing public information materials such as brochures, flyers, and articles for public dissemination; knowledge in video production/editing, digital and social media advertising and web design. The ability to write, speak, and understand both Spanish and English is preferred.

Significant experience in lieu of education, or more education in lieu of experience will be considered on a case-by-case basis.

Licenses, Certifications, Examinations:

The applicant must have a valid California Driver's License and have and maintain a good driving record and be insurable under the District's insurance carrier.

The applicant must possess the ability to obtain and maintain a Mosquito Control Technician Certificate, a Vertebrate Control Certificate, and a Terrestrial Invertebrate Vector Control Certificate from the California State Department of Public Health.

The applicant must successfully complete a pre-placement physical examination, respirator training and drug screen.

Knowledge, Skills and Abilities:

To be successful in this position, an individual must be able to perform each essential duty and responsibility satisfactorily. The position requires outstanding verbal and written skills, preferentially in both English and Spanish; the ability to work effectively with other employees and the public; an understanding of community engagement and common outreach strategies and

principles. Proficiency in standard computer software applications (Microsoft Office Suite) and basic graphic design. Knowledge of photography, videography, and digital design is highly desirable. Must have experience in use of social media applications such as Facebook, Instagram, and Twitter. Must have the ability to work in and assess multi-cultural and socioeconomic challenges & barriers, and target outreach to meet specific needs. Must be self-motivated with a high degree of independence and possess a high level of organizational skills.

Working Conditions:

The Community Education and Outreach Coordinator may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions; and verbally abusive behavior from unfriendly individuals.

Environmental Conditions:

Occasionally the work is performed in extremely high temperatures which may include the requirement that heavy protective gear and equipment be carried. Extreme dryness is present much of the time although some weather conditions or locations include humid conditions. The employee will be exposed to hazards which include insect bites, chemicals, fumes, and dust.

Functional Requirements:

Ability to work in a standard office environment with some exposure to the outdoors; to travel to different sites and locations; attend evening meetings/events; work under pressure and potentially stressful situations. Strength, stamina, and mobility to perform light physical work, to work around machines, to operate a variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; finger dexterity needed to access, enter, and retrieve data using a computer keyboard, and to operate tools and equipment. Incumbents in this classification frequently walk, bend, stoop, kneel, crouch, twist, reach, stand, and traverse uneven and/or slippery ground such as fields, dirt banks, stream beds and rough terrain. Incumbents must possess the ability to grasp, lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

Delta Mosquito & Vector Control District

Job Description ULV Operations Support Technician

DEFINITION

Under direction, performs support work related to ultra low volume adult mosquito control operations. Duties include operating a District vehicle to apply adulticide to targeted areas, assisting with preparation and support of ULV operations, utilizing electronic systems and maps to track and document activities, maintaining assigned vehicles and equipment, making minor field adjustments and repairs to ULV systems as trained, accurately documenting activities, and completing related operational duties in support of District mosquito control activities. This position is expected to work safely, follow instructions carefully, and perform effectively in nighttime field operations.

POSITION STATUS

This is a temporary, hourly, at-will, part-time position. This position is non-benefited except for benefits required by applicable state or federal law. This position may be scheduled on an as-needed or on-call basis and is expected to work approximately 16-20 hours per week during peak season.

ESSENTIAL FUNCTIONS

Under the direction of a certified technician and other assigned supervisory staff, the ULV Operations Support Technician carries out assigned mosquito control support activities as trained. Work is performed in accordance with established methods, safety requirements, pesticide label requirements, District procedures, and applicable laws and regulations. Work assignments are accompanied by oral or written instructions and may vary depending on District needs, mosquito activity, weather conditions, and operational priorities.

Core duties include operating a District truck to make ultra low volume applications of adulticide to targeted areas throughout the District. The technician is responsible for safely driving established routes and assisting in the proper performance of ULV applications in accordance with direction, training, label requirements, and District procedures.

The technician may assist with preparation of vehicles, spray equipment, pesticides, route materials, maps, and related supplies needed for adult mosquito control operations. This includes helping ensure assigned equipment, vehicles, and materials are functional, clean, organized, and ready for use.

Safe vehicle operation is an essential function of this classification. Technicians must be able to safely operate District vehicles on public and private roads, during evening or nighttime hours, and in varying traffic, weather, and environmental conditions. The technician must exercise sound judgment, maintain awareness of surroundings, and follow all traffic laws, operational instructions, and safety requirements.

The technician will utilize electronic systems for tracking operations, route progress, and related operational information and may also use paper maps and route materials as needed. The technician must be able to learn District electronic systems, use them in the field, and review entries for accurate data collection and documentation.

The technician may assist with basic inspection, cleaning, and routine care of ULV vehicles and associated equipment, including reporting mechanical issues, operational concerns, calibration concerns, damage, or other maintenance needs to supervisory staff promptly. With training, the technician must be comfortable making minor adjustments and repairs to ULV systems in the field in accordance with District procedures and assigned responsibilities.

Technicians use mobile data collection devices, route logs, checklists, maps, and other methods to accurately record application activities, route completion, equipment use, safety checks, and related operational information as required.

The ULV Operations Support Technician works throughout the District, including residential, public, agricultural, and commercial areas, and may be required to work around traffic, pedestrians, low-light conditions, noise, dust, insects, chemicals, and changing outdoor conditions. Work may involve extended periods of driving, repeated entry and exit from vehicles, and occasional lifting and movement of supplies and equipment.

Technicians are expected to conduct themselves in a calm, courteous, and professional manner when interacting with members of the public. This may include responding appropriately to questions in the field, referring concerns to supervisory staff when necessary, and maintaining a professional presence while conducting operations in public areas.

The technician may support other vector control or operational activities as assigned, consistent with training, certification status, and District need.

Technicians attend training sessions and read provided manuals to remain informed of regulations, policies, procedures, label requirements, and safe work practices. Technicians notify supervisors of progress and problems and request consultation as required.

Other duties that support the District's goals may be assigned.

QUALIFICATIONS

Education: High School Diploma or G.E.D. equivalent.

Knowledge of:

- Standard vehicle operation including legal and defensive driving practices.
- Safe driving practices during evening and nighttime conditions.
- Basic reading, writing, and oral communication.
- Time management and working independently as well as cooperatively with others.
- Mobile phone, tablet, and/or laptop operations.
- Basic mathematical operations.
- Accurate recordkeeping.
- Basic public contact and customer service practices.

Skilled in:

- Safe and attentive vehicle operation.
- Use of mobile phone, tablet, and/or laptop.
- Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals.

Ability to:

- Operate a District truck safely and responsibly in accordance with training and direction.
- Work evening, nighttime, or other irregular hours as assigned.
- Learn and follow ULV application procedures, safety requirements, route instructions, and pesticide label requirements.
- Learn and use electronic systems for route tracking, operational documentation, and related field activities.
- Review electronic operational data for accuracy and completeness.

- Read and follow maps, route sheets, checklists, and written instructions, including the use of paper maps when needed.
- Accurately record application activities and related data using written or electronic methods.
- Establish and maintain good working relationships with the public and fellow employees.
- Interact with members of the public in a calm, courteous, and professional manner.
- Work independently and responsibly to complete assigned activities in a timely manner without direct supervision.
- Recognize vehicle, equipment, or safety concerns and report them promptly.
- Perform routine cleaning and readiness tasks for vehicles and spray equipment.
- With training, make minor adjustments and repairs to ULV systems in the field.
- Tolerate nighttime driving, outdoor work, mosquitoes and other insects, chemical odors, and varying weather conditions.
- Perform moderate physical labor including lifting, moving, and loading equipment and supplies.
- Adapt to changing schedules, routes, and operational needs.

LICENSES, CERTIFICATES, AND OTHER SPECIAL REQUIREMENTS

- Possession of a valid California Class C driver's license with a good driving record during the entire time of employment. Employees are enrolled in the DMV Pull Notice Program.
- Must qualify for insurance coverage by the District's insurance carrier. No major violations and no more than 3 points in a 12-month period, 5 in a 24-month period, or 7 in a 36-month period on driving record. A DMV printout is required.
- Must be at least 18 years old.
- Successful completion of pre-employment physical examination, background check, and drug screening paid for by the District.
- Must be able to work evening and nighttime hours as assigned.

WORKING CONDITIONS & SUPPLEMENTAL INFORMATION

The majority of the work in this position is performed outdoors and in District vehicles during evening and nighttime operations. Work is performed in varying temperatures and conditions and may involve exposure to traffic, insects, chemicals, fumes, dust, noise, low-light conditions, inclement weather, and other conditions associated with field mosquito control operations. This position requires frequent driving of automatic transmission vehicles as well as getting in and out of vehicles repeatedly during a shift.

The following list of mental and physical demands are required to successfully perform the essential job duties of this class:

- Physically able to perform manual labor and lift weights up to 50 pounds.
- Work outdoors at night and in varying temperatures and environmental conditions.
- Perform repetitive motions associated with driving, equipment handling, and mobile device or paperwork use.
- Sit for extended periods while driving and remain alert throughout assigned routes.
- Get in and out of vehicles repeatedly during a work shift.
- Safely work around pesticides, moving vehicles, traffic, and other operational hazards.
- Tolerate mosquito bites, insect presence, chemical odors, and outdoor exposure.

ESSENTIAL WORK FUNCTIONS

Physical Activities	Rarely	Sometimes	Often
Stand		X	

Walk		X	
Sit			X
Use hands to manipulate, feel, hold, or handle			X
Reach with hands and arms		X	
Climb or balance	X		
Stoop, kneel, crouch, bend, or crawl		X	
Talk or hear			X
Taste or smell	X		
Lift up to 10 pounds			X
Lift up to 25 pounds		X	
Lift up to 50 pounds		X	
Lift up to 100 pounds	X		
Lift over 100 pounds	X		

WORK ENVIRONMENT

Work Environment	Rarely	Sometimes	Often
Wet or humid		X	
Near moving mechanical parts		X	
Outdoor weather conditions			X
Fumes or airborne particles		X	
Toxic or caustic chemicals		X	
Extreme heat		X	

VISION REQUIREMENTS

Close vision: Reading route materials, equipment monitoring, recordkeeping, and mobile device use.

Distance vision: Night driving, traffic awareness, route navigation, pedestrian and hazard detection, and operational safety.

Peripheral vision: Safe vehicle operation, traffic awareness, and surrounding hazard detection.

Depth perception: Vehicle operation, maneuvering, route driving, and safe operation in low-light conditions.

The position typically experiences noise levels ranging from moderate vehicle and outdoor noise to louder traffic and equipment-related noise depending on assignment.

The Delta Mosquito & Vector Control District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status, or disability.

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

Employee Acknowledgment

I, _____, have read and understand the job description for the ULV Operations Support Technician position, including the essential work functions of this position. I am fully capable of performing all aspects of this position while employed by the Delta Mosquito and Vector Control District.

Signature

Date