



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