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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Job Description - Mosquito and Vector Control Assistant (Seasonal)  
**POLICY NUMBER:** 6150

### 6150.1 Nature of Work

**6150.1.1** During the warmer months of the year, under the general direction of the District Manager and Assistant Manager and direct supervision of the Regional Supervisor and Mosquito and Vector Control Specialist, the Mosquito and Vector Control Assistant performs vector surveillance, performs vector control operations, and provides public education within the District's service area, is assigned a geographic zone and/or specialized function of a vector control agency and performs work as required.

**6150.1.2** During the cooler months of the year, under the general direction of the District Manager and Assistant Manager and direct supervision of the Regional Supervisor and Mosquito and Vector Control Specialist, the Mosquito and Vector Control Assistant assists with the annual maintenance of spray equipment/machines, ATVs, vehicles, and facilities; performs personnel and equipment characterization and calibration; performs and assists with special projects; receives annual training; performs/assists with other work and/or tasks as needed or requested.

### 6150.2 Illustrative Tasks

**6150.2.1** Assists with surveying District service area and assigned zone for vector breeding sources, such as but not limited to, ponds, catch basins, marsh areas, dairy facilities, residential premises, swimming pools, managed wetlands, floodwater, ditches, pastures, agriculture sources, and maintains an awareness of irrigation patterns and other water holding sources conducive to vector breeding and determines or identifies species and/or stage of larval development and notes other factors such as weather conditions, type and extent of plant growth, water quality, and surroundings.

**6150.2.2** Assists and performs the application of pesticides and insures these are applied in accordance with established laws, regulations, methods and techniques; selects appropriate pesticide for application; selects appropriate dosage rates in accordance with the label, and implements to obtain proper coverage and efficacy; FOLLOWS THE LABEL; records and submits accurate and proper paperwork (worksheets, weigh tags, fog sheets, service requests, weekly surveillance records, etc.).

**6150.2.3** Assists and conducts fish planting in targeted areas; assists with the District's mosquitofish program; harvests fish, maintains facility and sentinel fish tanks, maintains District ponds, and provide recommend field harvest locations.

**6150.2.4** As needed, assists with requests for aircraft applications and provides information, such as Genus/species, larval stage development, dip count, field location, acres needing treatment, and all other pertinent information.

**6150.2.5** Re-inspects treated areas to evaluate efficacy, and keeps records of all work performed.

**6150.2.6** Works with property owners and others and advises regarding vector problems and the need for vector control and source reduction; explains the reason(s) for the staff member's presence on the property; advises property owners regarding improper maintenance of continuing sources of vectors.

**6150.2.7** Assists with special projects as needed.

**6150.2.8** Works with property owners and other agencies to makes recommendations in prevention, reduction, or elimination of mosquito development and harborage sites. Promotes Best Management Practices to reduce mosquitoes and mosquito-breeding sites.

**6150.2.9** Performs vector surveillance to ponds, catch basins, marsh areas, dairy facilities, residential premises, swimming pools, cemeteries, nurseries, managed wetlands, floodwater, ditches, pastures, agriculture sources, and maintains an awareness of irrigation patterns and other sources conducive to vector breeding.

**6150.2.10** Reports conditions needing attention and action to management (i.e. denied access to property, interference of District staff to provide service, refusal of application, public complaint, etc.).

**6150.2.11** Performs routine maintenance of spray equipment, ATVs, vehicles, and facilities; assists with the calibration spray equipment; assists with facility improvement/maintenance projects including, but not limited to, herbiciding, weed removal, fish pond and tank maintenance, janitorial, painting, and other related general labor activities; completes all required annual training and annual reading.

**6150.2.12** Ability to take management direction, communicates well with fellow employees, management, and the public.

**6150.2.13** Responds, if comfortable, or refers to management, questions and complaints regarding the District's program.

**6150.2.14** Performs related work as required and other assigned tasks.

### **6150.3 Secondary Illustrative Tasks**

**6150.3.1** Due to work volume, financial and staffing constraints, and other unknown and/or unanticipated conditions, at times, this position may be assigned other tasks, including field surveillance and control operations; clerical and/or office operations; mechanical and maintenance operations; public education and outreach operations; and other operations as needed, requested, and/or required.

### **6150.4 Knowledge, Abilities, and Skills**

**6150.4.1** Knowledge of the duties and responsibilities of the Butte County Mosquito and Vector Control District.

**6150.4.2** Knowledge of general biology and/or entomology.

**6150.4.3** Knowledge of general safe work practices.

- 6150.4.4** Working knowledge of computers and computer applications.
- 6150.4.5** Knowledge of the hazards and safety precautions of the work.
- 6150.4.6** Ability to identify using keys the various species of mosquitoes and other vectors found in the District's service area.
- 6150.4.7** Ability to establish and maintain effective working relationships with other employees, management, other agencies, businesses, and the public.
- 6150.4.8** Ability to keep records and make reports; ability to make arithmetical computations accurately.
- 6150.4.9** Ability to understand, follow and transmit oral and written instructions.
- 6150.4.10** Ability to learn to operate an ATV, tractor, forklifts, mowers, and similar equipment.
- 6150.4.11** Ability to work out-of-doors and occasionally under adverse weather and public health conditions.
- 6150.4.12** Must be able to hear, read, speak and understand English and be able to communicate effectively both orally and by writing letters and reports regarding the District's control program.
- 6150.4.13** Ability to learn pesticide safety and handling.
- 6150.4.14** Knowledge of federal, state, and local laws and regulations pertaining to driving.

## **6150.5 Working Conditions**

**6150.5.1** A Mosquito and Vector Control Assistant may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. A Mosquito and Vector Control Assistant must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

## **6150.6 General Requirements**

- 6150.6.1** A Mosquito and Vector Control Assistant is required to be 18 years of age or older.
- 6150.6.2** Possess and retain during the course of employment a valid California Driver's license, and have and maintain a safe driving record as required by the District's insurance carrier.
- 6150.6.3** Possession of valid certificates from the California Department of Public Health's certified technician in Mosquito and Vector Control categories A, B, C, and D, is preferable.
- 6150.6.4** Be able to provide clear verbal communication and be able to hear, read, understand and speak English.
- 6150.6.5** Be able to read and comprehend written instructions, including detailed technical instructions for repair, calibration, and operation of mechanical and electrical equipment, all spray equipment and safe handling instructions on pesticide labels.
- 6150.6.6** Be able to work safely with power and hand tools and is required, at all times, to wear any protective clothing and gear necessary for safe handling of those tools.

**6150.6.7** Be willing to learn new and different skills and abilities as required by the District. A Mosquito and Vector Control Assistant may be assigned other tasks, as required by changing District programs and needs, and must be willing to take on new challenges as necessary.

**6150.6.8** Not obtain outside employment, if in the District Manager's judgment it will conflict with the District program, or reduce the Mosquito and Vector Control Assistant's ability to satisfactorily perform required duties.

## **6150.7 Physical Requirements**

**6150.7.1** Employees are responsible for maintaining their physical condition in a state that will allow them to be able to perform the duties of their position and to be in a physical condition that does not increase the danger or likelihood of injury on the job.

**6150.7.2 Body Movements:** Must have full mobility and use of both arms. Must have the ability for full extension above the head to lift or remove equipment during normal daily activity. Must have full range of motion to climb and hike into surveillance and treatment areas that may include use of hands, legs and feet. Must have full mobility to assist in surveillance and control programs which involves climbing up and down steep brushy, muddy terrain to survey, abate vectors, to place traps and use other equipment in mosquito, yellow jacket, and tick habitat. Must have the ability and range of flexibility to reach over the head, reach below the knees and to bend over, stoop, or squat down. Must be able to move quickly in fieldwork areas known to be inhabited with venomous snakes, or other potentially dangerous vectors and animals. Must be able to swim and/or tread water.

**6150.7.3 Constant:** Activity or condition existing 2/3 or more of the time. Must be able to conduct field operations, to carry equipment weighing up to 50 pounds. Be able to inspect and treat vector breeding sources and test control measures by climbing or hiking into areas to locate and spray breeding areas. Have mobility of arms to reach and legs to walk and dexterity of hands and fingers to grasp and manipulate small objects. Must be able to work in weather ranging from below freezing to above 100° Fahrenheit while wearing the appropriate personal protection equipment for eye protection, hearing protection and respirator if required.

**6150.7.4 Frequently:** Activity or condition existing from 1/3 to 2/3 of the time. Lifts, carries and uses equipment and supplies weighing up to 50 pounds. Standing and sitting for extended periods while running laboratory tests, record review, and performing office duties. The position requires the frequent operation of a computer keyboard ranging in length from short to extended periods of time. Be able to operate a motor vehicle with a standard and automatic transmission.

**6150.7.5 Occasionally:** Activity or condition existing up to 1/3 of the time. Requires being able to climb over or through fences, climb ladders, squat, bend over and lift equipment up to 25 pounds above the head. Be able to climb and hike areas to survey and treat vector habitat or test control materials in rice fields, pastures, wetlands, flood control channels, urban environments and similar areas with rough terrain. Must be able to ride a bicycle.

**6150.7.6 Vision:** The position requires adequate vision (which may be corrected) to read, write, drive during the day and at night and safely perform the essential functions of the job under the conditions listed above.

## **6150.8 Post Offer Requirements**

**6150.8.1** Qualifying person must pass a post-offer physical examination for his or her ability to perform the essential functions of the job and a drug screen at District expense.

## **6150.9 Other Information**

**6150.9.1** Anyone employed as Mosquito and Vector Control Assistant at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

**6150.9.2** The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.