



## Greater Los Angeles County Vector Control District Vector Field Assistant

<b>SALARY</b>	\$24.27 - \$29.50 Hourly	<b>LOCATION</b>	91342, CA
<b>JOB TYPE</b>	Regular Full-Time	<b>JOB NUMBER</b>	2024-09
<b>DEPARTMENT</b>	Scientific-Technical Services	<b>OPENING DATE</b>	06/27/2024
<b>CLOSING DATE</b>	Continuous		

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### Job Summary

**NOTE: A cover letter and resume must be submitted along with this application.**

#### **DEFINITION**

Under general supervision, performs support work associated with surveillance activities, including setting and collecting mosquito traps along assigned routes; cares for and maintains sentinel chicken flocks; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Scientific-Technical Services Director and technical and functional direction from Vector Ecologists. Exercises no direct supervision over staff.

#### **CLASS CHARACTERISTICS**

This fully qualified journey-level classification is responsible for independently performing mosquito trapping duties in support of the District's mosquito surveillance activities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### Job Functions

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Conducts continuous trapping of mosquitoes; visits mosquito trapping sites throughout the Los Angeles Basin area or San Fernando and Santa Clarita Valley daily; sets new traps and collects old traps according to established District standards.
- Prepares various types of mosquito traps, including oviposition traps, Reiter-Gravid traps, and traps baited with dry ice and/or human scent lures and attractants; examines mosquito traps for flaws, tests battery voltage, and inspects traps and all related equipment to ensure traps are in proper working condition.
- Cares for, feeds, and maintains sentinel chicken flocks.
- Measures, mixes, and loads mosquito trap attractant media according to established District standards.
- Cleans and maintains facilities and equipment; ensures proper storage of equipment and materials; ensures laboratory and work areas are kept clean and orderly; receives deliveries.

- Organizes and maintains accurate and detailed files and records; verifies accuracy of information, researches discrepancies, and records information.
- Interacts with co-workers at all levels in the District in a collaborative and customer service-oriented manner.
- Performs other duties as assigned.

## Qualifications

### Knowledge of:

- Familiarity with breeding and living habits of mosquitoes and other vectors.
- Methods and techniques of identifying the various life cycles of mosquitoes and other vectors.
- Recordkeeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively communicating with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### Ability to:

- Operate District vehicles and specialized equipment.
- Prepare and set up a variety of mosquito traps.
- Inspect mosquito traps and related equipment for flaws.
- Care for, feed, and maintain sentinel chicken flocks.
- Measure, mix, and load mosquito bait according to established District standards.
- Clean and maintain District facilities and equipment.
- Maintain logs and records.
- Understand and follow oral and written instructions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### Education and Experience:

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

#### Education:

- Equivalent to completion of the twelfth (12th) grade.

#### Experience:

- None required.

### Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment. Employees in this position will be enrolled in the California Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving records during the course of employment with GLACVCD. Must be insurable with the district's insurance carrier.

## Supplemental Information

## **PHYSICAL DEMANDS**

When assigned to an office/laboratory environment, must possess mobility to work in a standard office/laboratory setting and use standard office/laboratory equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; to operate a motor vehicle and visit various District sites; vision to observe biological and environmental conditions. The job involves fieldwork requiring frequent walking in operational areas to provide surveillance and collect samples, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights up to 50 pounds, in all cases with the use of proper equipment and/or assistance from other staff.

## **ENVIRONMENTAL CONDITIONS**

Employees work in an office and laboratory environment with moderate noise levels, controlled temperature conditions, and exposure to hazardous physical substances within the laboratory. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, vermin, insects, parasites, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **APPLICATION PROCESS**

This recruitment may close at any time without notice. Any incomplete applications or candidates that do not meet the minimum requirements of the position will not be considered further. Application packages will be reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process. The examination may consist of a written exam and an oral interview. The examination process may be changed as deemed necessary.

## **CONDITION OF EMPLOYMENT**

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice.

The Greater Los Angeles County Vector Control District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of age (40 or older), disability, equal pay/compensation, genetic information, harassment, national origin, pregnancy, race/color, religion, retaliation, sex, and sexual harassment in its employment actions, policies, procedures, or practices.

GLACVCD will maintain compliance with the paid sick leave law, Healthy Workplace, Healthy Families Act of 2014 (AB 1522) effective July 1, 2015.

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### **Agency**

Greater Los Angeles County Vector Control District

### **Address**

12545 Florence Ave.

Santa Fe Springs, California, 90670

### **Phone**

562-944-9656

### **Website**

<https://www.glamosquito.org/>