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## MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT

### JOB ANNOUNCEMENT



## Shop/Facilities Assistant

**FILING PERIOD:** Closes Friday, January 29, 2021 at 3:30 p.m.

**SALARY RANGE:** \$88,722 to \$101,875 (4-step scale). See "Compensation" section below.

**STATUS:** Full time, regular hire, FLSA non-exempt

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### THE POSITION

Reporting directly to the Mechanic/Facilities Manager, the successful candidate will play an important role in carrying out maintenance and repair tasks on the District's vehicle fleet and specialized equipment. In addition to its fleet of approximately fifty vehicles, the District uses watercraft, ultra-low volume foggers, ATV's, and amphibious vehicles. Working safely is the District's overriding consideration while carrying out all work-related functions.

As well as supporting the team of field personnel, and their vehicles, trailers and equipment, this position acts as a vector control technician when needed, with training provided if necessary. Experience with the repair of 2 and 4 stroke small engine equipment is desirable. For more information on job specifications, duties, minimum qualifications, and other requirements, please see the Shop/Facilities Assistant Job Description. The employment list established from this position will remain active for one year and may be used to fill future vacancies for this position classification.

### COMPENSATION

A four-step salary scale (see above) applies. Salary will be paid in accordance with the Western Council of Engineers Management/Confidential Bargaining Unit Memorandum of Understanding, including longevity pay. Information on applicable employee benefits is available on the District's website under: Transparency > Financial Information > Other Financial Related Documents > District Employee Benefits.

### ELIGIBILITY

For minimum qualifications, physical demands and essential functions, see the official job description. The ideal candidate will be proficient in vehicle & facilities maintenance with strong skills in communication, collaboration, problem solving & prioritization as well as time management. The ideal candidate will also have an interest in public health and be able to work both indoors and outdoors in a collaborative, dynamic working environment. Previous experience as a mechanic, forklift operator and safety training are desirable.

### TO APPLY

Application forms are available from the District's web site at [www.msosquito.org](http://www.msosquito.org) Navigate to: About the District > Employment to download the application materials.

Provide the completed application form and resume (if desired) to Philip Smith, Manager, MSMVCD, via email at [recruitment@msosquito.org](mailto:recruitment@msosquito.org) or by U.S. Mail at 595 Helman Lane, Cotati CA 94931. Please note that the District offices are currently closed to the public.

### SELECTION PROCESS

Applicants will be screened and selected for interviews based on all submitted information in comparison to the job description and required qualifications. Not all applicants may be selected for an interview. Thank you for your interest in this opportunity.