



MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT

JOB DESCRIPTION

Job Title: **Rodent Control Specialist**
Reports to: Assistant Manager

Date: January 14, 2025

SUMMARY

Under the direction of the Assistant Manager, the Rodent Control Specialist (RCS) is the lead staff member in executing the District's Rodent Control Program in the two-county service area. As the lead, the RCS is responsible for educating and disseminating information to the public and agencies regarding rodent control. The RCS emphasizes the need for exclusion, cleanup and property maintenance, and sanitation in and around affected areas. The RCS encourages neighborhood cooperation and if needed, hosts educational meetings to inform the community regarding their role in reducing infestations. The RCS will perform home and property inspections as necessary pertaining to service requests from the public and problematic situations requiring interagency collaboration. The RCS is also responsible for working administratively with code enforcement officers, county mediation services in tenant/landlord disputes, county environmental health departments, and for maintaining a database of service requests and surveillance data.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

Essential Functions

Includes, but is not limited to:

- Responds to rodent related service requests from the public and other agencies.
- Provides education and materials on rodent control to the public and other agencies.
- Promotes community involvement regarding rodent issues, hosts meetings, and delivers presentations as needed.
- Collaborates with code enforcement, environmental health agencies, and property owners on rodent and vector control.
- Maintains collaborative working relationships with staff from other agencies and property owners regarding rodent and vector issues, surveillance, and control. Works with mediation services and with landlord/tenant disputes as necessary.
- Handles difficult situations regarding access to properties, compliance, and public relations for rodent control.
- Informs District personnel of ongoing rodent issues and problems within specific zones of the District.
- May attend professional meetings and conferences, delivering presentations on rodent/vector control and District operations.
- Communicate effectively with staff from other agencies and the public verbally and in writing.
- Written communication will include detailed e-mails, inspection reports, and formal letters.
- Effectively prepare and deliver verbal and written operational reports to the Assistant Manager and/or the Board of Trustees as requested.
- Maintain and create records related to rodent and vector issues, inspection work and findings, service requests, interagency communication, and work performed.
- Performs duties of the Vector Control Technician position as necessary.
- Participates in public relations events such as, fairs and community events as necessary.
- Works collaboratively with the Public Information Officer regarding public outreach and development and dissemination of educational materials.
- Collaborates with operations, laboratory staff, and other agencies on scientific studies as assigned.

General

- Use GPS units for preparing and revising operational maps of zones and areas in the District, including properties, ponds, topographic characteristics, and other features relevant to vector control operations.
- Compile data as directed on work performed, types of services rendered, and vector population history.
- Utilize service requests to evaluate inspection schedule.
- Inform Assistant Manager of progress, problems, and request assistance as needed.
- Operate handheld radios and/or cell phones to maintain contact with supervisor and other staff.
- Utilize effective communication skills to inform the public and other agencies about vector control issues and District policies and programs.
- Coordinate projects and work with other District departments that are assisting in fulfilling the District's mission.
- May be assigned on an as-needed basis to assist in mechanical maintenance, repairs, and fabrications.
- May be assigned to assist in the maintenance and repair of buildings and grounds.
- Inspect sources for rodent activity and record observations regarding environmental conditions.
- Work with and coordinate with other District departments to fulfill the District's mission.

WORK HOURS

40- (forty) hour workweek, Monday through Friday, 7:00 a.m. – 3:30 p.m. – Overtime may be required. Work hours are at management's discretion.

CERTIFICATION

- Ongoing attendance at continuing education classes to maintain certification is required (40 hours/two-year cycle).
- Must obtain Vector Control Technician certifications issued by the California Department of Public Health as stipulated in the Memorandum of Understanding between the District and District employees.

PROBATIONARY PERIOD

A probationary period of one year is required.

PRE-REQUISITES

Knowledge, Abilities and Skills

- Ability to pass an English and Math competency test prior to being hired.
- Good problem solving and diagnostic skills.
- Good public relations skills.
- Strong communication skills for effective written and verbal communication with District staff, members of the public and staff from other agencies.
- Possess math skills sufficient to calculate the necessary ratio for proper pesticide usage, including the ability to add, subtract, multiply and divide whole numbers; work fractions, percentages, and convert various units of measure.
- Comprehension skills sufficient for understanding English composition as used in maintenance, repair, or training manuals.
- Basic knowledge of map reading to locate work assignments.
- Basic computer skills.
- Good organizational skills.

- Must be able to swim.

Education

High school diploma or equivalent.

Experience

- Experience in the field of vector control is preferred but not required.
- Experience in either customer service or other work that involves communicating with the public.
- Experience including substantial public contact is preferred but not required.

Driver License

- Valid California Driver License is required.
- Must be insurable under the guidelines set by the District's insurance carrier.

PHYSICAL DEMANDS AND ESSENTIAL FUNCTIONS OF THE JOB

- Ability to periodically* lift various items up to and including 50 pounds.
- Ability to periodically* lift items between 50 and 75 pounds including, but not limited to, large truck tires, storm drain grates, manhole covers, septic tank lids, and vehicle parts with aid of appropriate tool or equipment.
- Ability to change vehicle tires in the field with training.
- Ability to occasionally* carry a backpack sprayer, ultra-low volume applicator, or granule applicator with a weight of at least 45 lbs. for extended periods during all types of weather.
- Ability to demonstrate adequate visual depth perception and color vision and possess a minimum of single ear aided hearing.
- Ability to speak well enough to use a cell phone or two-way communication system and to communicate with staff and the public.
- Ability to demonstrate physical stamina sufficient to frequently* operate, including getting in and out of or on and off a motor vehicle, all-terrain vehicle, boat, and comply with insurance requirements.
- Ability to demonstrate adequate coordination of eye/hand/foot; use fine manipulation by hand of tools, instruments, and other objects.
- Ability to regularly* walk and stand for extended periods of time and sit for extended periods of time.
- Ability to occasionally* wear protective equipment such as hip waders, bee suits and rubber boots, as needed.
- Ability to work alone at times and/or without direct supervision.
- Ability to tolerate insect bites and bee stings.
- Ability to be vaccinated for various diseases to which employee may be exposed in the course of duties.
- Ability to periodically* climb ladders or other objects.
- Ability to regularly* traverse rough, sloping, or uneven ground such as fields, dirt banks, stream beds, and shallow ponds.
- Ability to regularly* perform repetitive motion associated with computer usage.
- Ability to regularly* bend, twist, crawl, balance, lift, push, perform simple grasping, power grip, squat/crouch, kneel, reach, climb, pull, and smell.
- Must be able to swim.
- Ability to occasionally* walk in 2-3 feet of water.

- Ability to occasionally* walk in and along creeks and marshes for up to 7 hours per day during a standard workday - longer periods may be required during emergency or overtime situations.
- Ability to effectively communicate with co-workers and members of the public.
- Ability to establish and maintain good working relationships with fellow employees and members of the public.

* Periodically – Activity or condition exists up to 25 percent of the time
Occasionally- Activity or condition exists from 25 to 50 percent of the time.
Regularly – Activity or condition exists from 50 to 75 percent of the time.
Frequently – Activity or condition exists 75 percent or more of the time.

DISCLAIMER: This job description does not imply any written or verbal contract and is for management communication only. Marin/Sonoma Mosquito & Vector Control District reserves the right to change this job and its related responsibilities as business requires.