



MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT

JOB DESCRIPTION

Job Title: **Shop/Facilities Assistant**
Reports to: Mechanic/Facilities Manager
Assistant Manager

Date: Jan. 1, 2006
Revised: Jan. 11, 2021

DEFINITION

Under the direction of the Mechanic/Facilities Manager (M/FM) the Shop Facilities Assistant (S//FA) assists in the daily work of the maintenance shop and facilities, including maintenance and repair of the District's fleet of passenger vehicles, trailers, ATVs, watercraft, larvicide and adulticide application equipment, District buildings, grounds, and related equipment. The S//FA will also assist with safety inspections and trainings. The S//FA assists field staff with equipment issues that occur in the field. The S//FA may also participate in equipment fabrication and related projects and maintenance of the District's mosquitofish facilities. This is a non-exempt position and is accountable directly to the Mechanic/Facilities Manager with a secondary reporting line to the Assistant Manager.

The S//FA will be required to perform Vector Control Technician (VCT) duties as circumstances dictate. When working in the field as a VCT, the S//FA will be responsible for tasks associated with the District's Integrated Vector Management Program which include, but are not limited to, public relations/education, source reduction, biological mosquito control, larval mosquito control, adult mosquito control, yellowjacket control, public relations, inspections regarding rodent control, and other related VCT duties as assigned.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

Include, but are not limited to:

- Assist and perform routine maintenance on all District vehicles and equipment (e.g. lube and oil changes, tune-ups and safety inspections).
- Perform minor and major repairs on District vehicles and equipment, including but not limited to engine repair, transmission repair, brake jobs, electrical, drive train, body and fender repair.
- Perform fabrication with the design of new equipment along with modification of existing equipment, with the ability to weld, cut, and shape metal.
- Maintain accurate records of repair on all vehicles and facilities.
- Keep all District equipment clean as required.
- Perform safety inspections on District equipment, vehicles and facilities.
- Perform routine cleanup of the interior and exterior of the District facilities.
- Assist in the inventory of District tools and equipment.
- Perform carpentry, plumbing, electrical, and painting of District facilities as required.
- Assist and conduct classes on tools, equipment and safety procedures for the District's staff.
- Help in all phases of calibration of all District equipment.
- Assist with the mixing of pesticide formulations and dispensary equipment when needed.
- Perform field repair when needed.
- Assist technicians with minor equipment repairs such as back cans, foggers and other hand-held equipment as needed.
- Transport equipment and materials into the field to assist field staff as needed.
- Operation of the District's forklift(s)
- Work in the field and perform duties of a Vector Control Technician (e.g. mosquito surveillance and control; yellowjacket operations; rodent operations; etc.) as assigned.

WORK HOURS

- 40- (forty) hour work week, Monday through Friday, 7:00 a.m. – 3:30 p.m.
 - Overtime may be required.
- OR
- 9/80 workweek: 8 (eight) days @ 9 hours per day and 1 (one) day @ 8 hours with every 2nd Friday or Monday off.
 - Overtime may be required.

PROBATIONARY PERIOD

- A one-year probationary period is required.

PREREQUISITES**Knowledge, Abilities and Skills**

- Skilled in the mechanics of all types of gas and diesel engines.
- Skilled in the mechanics of brakes and electrical systems.
- Skilled in the maintenance of off-road vehicles, trailers and specialty equipment.
- Skilled in public relations activities involving speaking with and presenting to individuals and groups to explain technical vector control concepts and procedures in layman's terms, as well as promoting and disseminating information.
- Basic computer skills such as the ability to operate Microsoft Windows, Outlook, draft documents/reports using Word, and create/update spreadsheets using Excel.
- Possess math skills to calculate the appropriate application rates for pesticide use.
- Good organizational skills.

EDUCATION AND EXPERIENCE

- 5 (five) years work experience in the automotive or mechanical field is desirable.
- High school graduate or equivalent.

CERTIFICATION

- ASE certified in engine, transmission and automobile electrical systems, or at least five years of work experience in the field of automobile repair in a dealership or other practice, or must be able to obtain ASE or comparable certification within 1.5 years of hire. To meet this requirement, equivalent work experience may be taken into consideration.
- ASE certified in brake and suspension repair, or at least five years of work experience in the field of automobile repair in a dealership or other type of practice, or must be able to obtain ASE or comparable certification within 1.5 years of hire. To meet this requirement, equivalent work experience may be taken into consideration.
- Must be able to obtain certification to operate the District's forklift(s) and all-terrain vehicles.
- Must obtain Vector Control Technician certification as required and issued by the California Department of Public Health within two years of the start of employment.
- Ongoing attendance at continuing education classes to maintain VCT certification is required (e.g. 40 hours on two year cycle).

DRIVER'S LICENSE

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

PHYSICAL DEMANDS AND ESSENTIAL FUNCTIONS OF THE JOB

- Ability to occasionally lift various items at a minimum weight of 75 pounds
- Ability to demonstrate adequate visual depth perception and color vision and possess a minimum of single ear aided hearing
- Ability to demonstrate physical stamina sufficient to regularly* operate a motor vehicle, all-terrain vehicle 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 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 perform repetitive motion associated with computer usage
- Ability to 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 walk in 2-3 feet of water
- Ability to carry a 3-4 gallon spray can with a weight of at least 45 pounds in all types of weather
- Ability to walk in and along creeks and marshes for at least 7 hours per day
- Ability to effectively communicate with coworkers 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

ENVIRONMENTAL CONDITIONS

This position includes working in a mechanical shop type environment and in the field in all types of weather and within and around various types of aquatic habitats, including polluted water bodies. Incumbents will be exposed to hazards which include insect bites, chemicals, fumes, dust, hazardous control materials, venomous insects, vectors and vector-borne diseases, rough terrain, inclement weather conditions, vicious animals, poisonous plants, and venomous animals.

This job description does not imply any written or verbal contract; it is for management communication only. The District reserves the right to change this job and its related responsibilities as business needs require.