
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Job Description - Shop / Hangar Assistant (Seasonal)
POLICY NUMBER: 6170

6170.1 Nature of Work

6170.1.1 Under the direction of the District Manager and direct supervision of the lead Pilot and/or Mechanic, to assist with vehicle and equipment maintenance, design, and fabrication of spray equipment, traps and other related equipment, and District facilities maintenance; to assist the Pilot with Air Operations such as load preparations, loading of the plane, and other pre/post flight operation procedures; to perform related work as requested or required.

6170.2 Illustrative Tasks

6170.2.1 Assists with the repairs and maintenance of automotive equipment, chemical application equipment, surveillance equipment, all-terrain vehicles, facilities, and small tools.

6170.2.2 Investigates problems with vehicles and equipment as reported by District personnel and determines whether the problem is mechanical or human error.

6170.2.3 Assists with design and fabrication of equipment for office, laboratory, and field use.

6170.2.4 Properly disposes of or properly stores in marked containers, all hazardous materials, waste chemicals, and engine lubricants/fluids.

6170.2.5 Provides inspections and maintenance of the District's Loader Truck as required by the District Pilot.

6170.2.6 Attends assigned training sessions, reads District manuals and keeps informed on policies and procedures; reads technical literature related to automotive repair and maintenance, Loader Truck Manual, and mosquito control tools and implements.

6170.2.7 Assists with oxyacetylene and electrical welding and fabrication.

6170.2.8 Assists with maintenance, janitorial, and repairs of District facilities and grounds.

6020.2.9 Assists any District Pilot with repairs, maintenance, and improvements as requested or as needed. Assists with Air Operations load preparations, loading of aircraft, and any pre and/or post flight procedure(s).

6170.2.10 Performs related work and other assigned tasks/assignments as directed by management in a timely and efficient manner.

6170.3 Secondary Illustrative Tasks

6170.3.1 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.

6170.4 Knowledge, Abilities, and Skills

6170.4.1 Knowledge of the duties and responsibilities of the Butte County Mosquito and Vector Control District.

6170.4.2 Knowledge of general biology and/or entomology.

6170.4.3 Knowledge of general safe work practices.

6170.4.4 Working knowledge of computers and computer applications.

6170.4.5 Knowledge of the hazards and safety precautions of the work.

6170.4.6 Ability to identify insects and insects of medical importance and arthropods/arachnids of medical importance.

6170.4.7 Ability to establish and maintain effective working relationships with other employees, management, other agencies, businesses, and the public.

6170.4.8 Ability to keep records and make reports; ability to make arithmetical computations accurately.

6170.4.9 Ability to understand, follow, and transmit oral and written instructions.

6170.4.10 Ability to learn to operate an ATV, tractor, forklifts, Loader Truck, mowers, and similar equipment.

6170.4.11 Ability to work out-of-doors and occasionally under adverse weather and public health conditions.

6170.4.12 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.

6170.4.13 Ability to learn pesticide safety and handling.

6170.4.14 Knowledge of federal, state, and local laws and regulations pertaining to driving.

6170.5 Working Conditions

6170.5.1 The Shop/Hangar Assistant may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. The Shop/Hangar Assistant must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

6170.6 General Requirements

6170.6.1 A Shop/Hangar Assistant is required to be at least 18 years of age or older.

6170.6.2 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.

6170.6.3 Possession of valid certificates of the California Department of Public Health's certified technician in Mosquito and Vector Control categories A, B, C, and D, is preferable.

6170.6.4 Be able to provide clear verbal communication and be able to hear, read, understand, and speak English.

6170.6.5 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.

6170.6.6 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.

6170.6.7 Be willing to learn new and different skills and abilities as required by the District. A Shop/Hangar 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.

6170.6.8 Not obtain outside employment, if in the District Manager's judgment it will conflict with the District program, or reduce the Shop/Hangar Assistant's ability to satisfactorily perform required duties.

6170.7 Physical Requirements

6170.7.1 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.

6170.7.2 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.

6170.7.3 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.

6170.7.4 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.

6170.7.5 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.

6170.7.6 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.

6170.8 Post Offer Requirements

6170.8.1 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.

6170.9 Other Information

6170.9.1 Anyone employed as Shop/Hangar Assistant at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

6170.9.2 The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.