



JOB ANNOUNCEMENT

This announcement is being distributed pursuant to Section 3.01 of the District Personnel Manual.

SEASONAL HELPER

(Administration Office Assignment)

Final Filing Date: Open Until Filled.

Application Process

Interested individuals may download an application from the District website at www.fightthebite.net/about/district-jobs/ Failure to fully complete an application and the instructions in this job announcement may result in rejection from the process. Please mail all application materials to:

Sacramento/Yolo Mosquito and Vector Control District
Attn: Seasonal Helper, Office Assignment
8631 Bond Road
Elk Grove, California 95624
(916) 685-1022

OR

Submit by e-mail to Jobs@fightthebite.net. Please attach the application materials as a Word or PDF file with the classification title, Seasonal Helper, Office Assignment in the subject line. E- mailed applications are not considered received until opened by District staff.

Please Note: As this position is Open Until Filled it is recommended that Applicants submit their application materials to the District as soon as possible. Applications will be reviewed periodically, and applicants will be notified of their status in the recruitment process by e-mail and/or phone.

Job Description

Under the direct supervision of the Administrative Manager, the Seasonal Helper, Administration Assignment assists in the seasonal operations of the Administration Office to benefit the goals and mission of the Sacramento-Yolo Mosquito and Vector Control District. The Seasonal Helper is a temporary position. Regularly performed tasks and responsibilities vary based on District and department needs.

Candidates must be available to work a minimum of 20 hours per week up to a maximum of 40 hours per week, Monday through Friday. The term of the position is anticipated to begin in April and is expected to end on or about September 30, 2026. The term and scheduled days or hours



may be increased or decreased depending upon the needs of the program and department.

Illustrative tasks for this class varies by department assigned and may include, but are not limited to, the following:

Performs administrative and clerical support to the assigned department; communicates with the public, property owners, community and government agencies about District mosquito and vector control services; refers complex public relations or technical issues to appropriate department or supervisor; collects and enters data into computers and mobile electronic devices, such as, but not limited to, smart phones, tablets, laptop and desktop computers and scanning equipment; may troubleshoot and provide technical assistance to District personnel as needed; prepares documents, spreadsheets, reports, handouts and other related department or District materials for review by supervisor; drives/operates vehicle and/or equipment following all District safety protocols and any applicable local, state, and federal vehicle or traffic laws; may be required to work overtime hours, weekends and holidays. May be exposed to infectious diseases associated with mosquitoes and other vectors.

A complete Job Description can be obtained from the Main District Office.

Minimum Qualifications

Listed below are some typical ways a person can obtain the required education, experience, knowledge and abilities to perform the responsibilities and tasks of the position. Equivalent combinations of training and experience may be considered qualifying at the sole discretion of the District. It is the applicant's responsibility to identify in their application materials how they meet the minimum qualifications.

Education and Experience:

- Equivalent to graduation from High School; experience that demonstrates possession of the knowledge and skills needed to successfully perform the illustrative tasks stated above is preferred.

Licenses or Certifications:

- Possession of a valid California drivers' license; must be insurable with the District self-insurance program; must maintain valid license and insurability throughout employment.

Position Status

The vacancy is for a seasonal, temporary position. The specific term of temporary employment for a particular employee shall be determined by the Manager. An employee's employment will expire at the end of the seasonal employment term; however, temporary employees serve at the will of the District and may be terminated at any time without cause or prior notice. Temporary employees do not have the rights described in the Personnel Manual relating to disciplinary action and dismissal. The Manager may fill a temporary position pursuant to applicable provisions of the Personnel Manual.



Examination and Selection Process

Applicants selected for interviews will be based on an evaluation of qualifying training, education and experience included in the application materials. Meeting minimum qualifications does not guarantee selection for an interview. Those candidates selected for interviews will receive an invite for an in-person interview to further assess training, experience and ability to perform the duties of the position. Selection will be based on a combined overall assessment of the interview and application.

Applicants selected for interviews must be available to interview between 7:00am and 3:30pm, Monday through Friday. Alternative interview times may not be offered.

Medical Testing

All persons selected for appointment must pass medical examinations administered by the District designated physician. Sacramento-Yolo Mosquito and Vector Control District is committed to maintaining a drug and alcohol-free workplace.

Compensation and Benefits

The starting salary range for this position is \$22.00 – \$24.00 per hour paid monthly. Salary will be determined at the time of hiring. Seasonal, temporary employees do not receive medical or other employee benefits except when required by law. Seasonal, temporary employees receive Sick Leave pursuant to Assembly Bill 1522 (AB 1522), the Healthy Workplaces, Healthy Families Act of 2014. Workers compensation is provided and employees are protected under the Workers Compensation Laws of California.

Equal Employment Opportunity It is the policy of the District to provide equal employment opportunity to all applicants. All qualified applicants will be considered for employment without regard to race, religion, creed, color, national origin, ancestry, citizenship, physical or mental disability, medical condition, marital status, military or veteran status gender, age, sexual orientation, gender identity or gender expression, registered domestic partner status, genetic information, or any other basis that is protected under state or federal law.

Please contact the District at least five (5) working days before a scheduled examination or interview if you require accommodation in the examination or interview process.

Sacramento-Yolo Mosquito & Vector Control District

Seasonal Helper

Nature of Work

Under the direct supervision of the Department Head or Supervisor the Seasonal Helper assists in the seasonal operations of the assigned department and crew to benefit the goals and mission of the Sacramento-Yolo Mosquito and Vector Control District.

The Seasonal Helper is a temporary position. Regularly performed tasks and responsibilities vary by department. Department and crew assignments may include, but are not limited to, Administration, Control Operations, Ecological Management, Fisheries, Laboratory, Public Information and Education, or Information Technology. Assignments in Administration, Public Education and Information Technology work predominantly in an indoor office environment performing administrative and clerical support while other departments regularly perform work in both outdoor field and indoor office environments.

Illustrative Tasks:

The following tasks are typical and may vary depending upon the assignment. These are not to be construed as exclusive or all inclusive. Other tasks within the scope of experience and capability may be required and assigned.

Surveys assigned area or zone for vector breeding sources, such as, but not limited to, catch basins, swimming pools, septic tanks, dairy facilities, fields, and pastures; reports conditions needing attention and/or action to Field Technician or Supervisor.

Performs inspections on a variety of premises including, but not limited to, residential or commercial properties, farms, ranches, and other potential or known vector breeding sources; assists in the identification of abundance, species and/or stage of larval development and other related factors; may assist Field Technicians with responses to Yellow Jacket and Africanized Honey Bee service requests.

Communicates with the public and property owners on the vector control services to be performed; refers complex public relations and property access issues to supervisor.

Applies biological or chemical control materials under direction and guidance of supervisor or Field Technician; wears personal protective equipment and performs application of selected control product according to training, label, and applicable laws or regulations.

Collects and enters data into computers and mobile electronic devices, such as, but not limited to, smart phones, tablets, laptop and desktop computers; prepares documents and reports for review by supervisor.

Reads and interprets operational maps of zones and areas within the District; reports discrepancies or needed revisions to supervisor.

Drives automotive equipment outfitted with powered and hand spray equipment; depending upon the area of assignment, travels within the area by foot, bicycle, truck, ATV; may pull trailers or transport other equipment following all District safety protocols and any applicable local, state, and federal vehicle or traffic laws.

Performs basic general labor including routine facilities and equipment maintenance and repair; identifies and reports more complex issues needing attention to supervisor; may perform other related skilled or semi-skilled tasks or projects as assigned.

May perform activities involving the collection (seining) and planting of *gambusia affinis* (mosquitofish) or other predatory fish of mosquito larvae at the District owned hatchery or other sites identified by the Fisheries department; performs routine cleaning, testing and maintenance of hatchery related equipment and grounds as required.

May maintain, repair, and deploy surveillance equipment and supplies used to collect/assess vectors or field samples; may assist in the maintenance of vector colonies, biological control agents, or other related colonies.

May be required to work overtime hours, weekends and holidays.

May be exposed to infectious diseases associated with mosquitoes and other vectors.

Minimum Qualifications

Listed below are some typical ways a person can obtain the required education, experience, knowledge and abilities to perform the responsibilities and tasks of the position. Equivalent combinations of training and experience may be considered qualifying at the sole discretion of the District.

Education and Experience:

- Equivalent to graduation from High School; experience that demonstrates possession of the knowledge and skills needed to successfully perform the illustrative tasks stated above is preferred.

Licenses or Certifications:

- Possession of a valid California drivers' license; must be insurable with the District self-insurance program; must maintain valid license and insurability throughout employment.

Knowledge and Abilities:

The following are examples of attributes and competencies which can be gained and demonstrated through experience, education and training, and are necessary to successfully perform the tasks and duties listed within the Illustrative Tasks section of this description.

Knowledge of:

- Best practices of integrated pest management, biological and chemical control, vector-borne disease control, and vector prevention, techniques, equipment, and terminology;
- Mosquitoes and other vectors or nuisance species including, but not limited to, life cycle, habits, and characteristics;
- Operation of basic office equipment, including computer, keyboard, copier, scanner and other peripherals;
- Basic computer software applications and programs including word processing, databases, spreadsheets, e-mail and internet;
- Correct Business English, good grammar, punctuation, and spelling;
- Basic arithmetic including addition, subtraction, multiplication and division;
- Duties, responsibilities, and Best Management Practices of the Sacramento-Yolo Mosquito and Vector Control District.

Ability to:

- Learn to identify various species of mosquitoes and other vectors or nuisance species found in Sacramento and Yolo Counties;
- Learn and understand pesticides used in mosquito and vector control, including understanding of application rates, safety policies, and procedures regarding the handling, storage and disposal of pesticides;
- Operate District pesticide application equipment, instruments, surveillance and other equipment or control devices;
- Safely operate District equipment after training and with appropriate supervision;
- Service, repair and operate District equipment, instruments, and surveillance devices;
- Effectively communicate both orally and in writing with the public, land owners, government agencies, and coworkers in a tactful and courteous manner;
- Establish and maintain effective working relationships with other employees and the public; must maintain composure and professionalism in adverse situations;
- Accept and follow through on oral and written instructions from persons working at a higher level;
- Read and understand District policies, personnel manual, and other standard operating guidelines;
- Learn and understand pertinent federal, state, and local laws and regulations related to mosquito and vector control operations.

Physical Demands and Working Conditions:

The position of Seasonal Helper will require work which is varied in nature, including outdoor physical work and indoor office work. Outdoor physical work includes, but is not limited to, field work/visits traversing uneven ground such as fields, dirt banks, stream banks, rice fields, and shallow ponds. Incumbent may be exposed to pesticides, chemicals, communicable diseases, and other health hazards; inclement weather conditions including extreme heat and cold, and/or verbal confrontations from members of the public. The incumbent may be required to work non-

standard work schedule including evenings, weekends, and holidays. Incumbent will be expected to perform overtime or maintain a flexible work schedule during times when mosquitoes are most active.

The Seasonal Helper will need to be able to perform the following essential duties and functions of the position regularly sitting at desk and in meetings for long periods of time; regularly sitting at desk or microscope for long periods of time; occasionally reaching and twisting to reach equipment surrounding desk or microscope; regularly walking, standing, bending at the knees and waist, stooping, and squatting; Ability to periodically lie in a prone position and climb ladders or fences; periodically pushing, pulling or lifting up to fifty (50) pounds; periodically assist in lifting objects in excess of 60 pounds; ability to read (with corrective vision if necessary); constant use of overall vision; regular computer use; occasional color and depth vision; regular repetitive motion associated with computer usage; regular writing and typing; regular operation of office equipment, computers and clerical supplies; regularly manipulate and operate small parts and tools; regular hearing and talking in person and on the phone; regular public and/or coworker contact; ability to use fine and gross motor coordination for riding a bicycle, driving both standard and automatic transmissions, ATV's, and other District equipment.

Periodically = Activity or condition exists less than 25% of the time

Occasionally = Activity or condition exists 25-50% of the time

Regularly = Activity or condition exists 50-75% of the time

Frequently = Activity or condition exists more than 75% of the time

Information Block	
FLSA Status:	Non-Exempt
Established:	
Revised:	04/17/2018
Retitled:	

The District reserves the right to modify, delete, or supplement the duties, qualification, and requirements stated at its sole and absolute discretion.