We are looking for motivated self-starters to join our team dedicated to protecting the citizens of Orange County from vectors and vector-borne diseases.

To apply for this position an application must be completed on the link through the District website at http://www.ocvector.org. A resume may be attached.

Communications from the District regarding each candidate's status will be sent via the email address listed on the application.

Preliminary Interviews are scheduled for February 12th and 13th 2020.

This recruitment is continuous with first application review January 31, 2020.

The position of Seasonal Assistant is considered a temporary, non-permanent, at-will position.

A typical “Season” begins in March and lasts approximately 6 months.

The work week is Monday – Thursday 7:00 a.m. to 4:30 p.m.

ABOUT THE POSITION
Under supervision, to carry out routine assignments and related operations in a vector control agency, and to do related work as required. The Seasonal Assistant carries out assignments, the details of which have been planned and organized by persons working at a higher level. These assignments may include working as part of a vector crew, abating designated sources, and performing general unskilled labor in source reduction. The typical employment period for this position is March through October, with a typical work week of Monday – Thursday. However, employees may be asked to work alternate schedules which could include Fridays.

ESSENTIAL FUNCTIONS
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

- As directed, treats designated locations for mosquito reduction, such as catch basins, ditches, and flood control channels. Works as part of a crew covering marshes, ponds, river bottoms, etc. Keeps assigned equipment in working order. Reports deficiencies in equipment, and problems to supervisors. Keeps records of work done.
- Treats designated areas for Fire Ant suppression. Survey and apply pesticides to infested areas. Keeps records of treatments and applications.
• Cuts vegetation and performs other labor in source reduction and preparation of land for equipment operation. Keeps District buildings in a clean and orderly condition. Does gardening and performs simple building and equipment repairs.
• Keeps simple daily operation records, including inventory.

QUALIFICATION GUIDELINES
Knowledge of:
• Reading and writing capably, to work dependably and cooperatively with others, to maintain and appreciate safety precautions, and to learn to operate specialized equipment and to exercise independent judgment.

• Standard vehicle operations, including observing legal and defensive driving practices.

Ability to:
• Perform general work and learn the specific operations of the office.
• Understand and follow oral and written directions.
• Establish and maintain cooperative relations with the public and fellow employees.

EDUCATION/TRAINING/ EXPERIENCE GUIDELINES
Any combination equivalent to experience and education that could likely provide the desired knowledge and abilities. A typical way to obtain the knowledge and abilities would be:
Experience: Education or training which demonstrates the abilities and knowledge to perform the above requirements.
Education: Graduation of High School or the G.E.D. equivalent is required

LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS
• Possession of a valid California State driver’s license; must qualify for coverage by the District’s insurance carrier. No major violations and/or no more than 2 points on your driving record.
• California Code of Regulations, Title 3, Article 2, Section 6722, requires that in order to mix and load toxic chemicals, employees must be at least 18 years old.
• Operate specialized vector control equipment.

SUPPLEMENTAL INFORMATION
The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents will work outdoors under adverse weather conditions; will need to traverse rough terrain.

Physical Demands:
• Incumbents must be physically able to perform manual labor, lift weights in excess of 50 pounds.
• Walk long distances, traverse rough terrain.
• Work under harsh weather conditions.

Mental Demands:
• Incumbents will be required to read and interpret as well as follow directions given by supervisors.
• Incumbents will learn and apply new information and/or new skills.
• Interact with District staff and the public.
SELECTION PROCESS
Online District application must be completely filled out prior to consideration for the available position. Resumes will not be accepted in lieu of an application. Candidates can apply at ocvector.org/employment. Application will be screened for qualifications. Those determined to be most qualified for the position will be invited to participate in the selection process which may include, but not be limited to: Oral Interview. All selected candidates will be subject to a background check which may include but is not limited to: Federal and County criminal search, Department of Motor Vehicle check. A conditional offer of employment is contingent upon a candidate’s successful completion of the background review, which may include fingerprinting, and completion of a pre-placement medical exam including a drug/alcohol screening. Special accommodations for legally disabled persons can be made, if a written request accompanied by proper documentation is submitted five (5) days prior to testing.

SPECIFIC INFORMATION PERTAINING TO THE POSITION
- The Seasonal Assistant position is a temporary (non-permanent) position with the District.
- As a non-permanent position, the Seasonal Assistant does not receive District benefits. The position shall only receive those benefits required by State and/or Federal law.
- District employees do not pay into, nor participate in the Social Security System.
- Participation within an alternative retirement plan is mandatory for all District nonpermanent employees. The plan is provided by the Public Agency Retirement System (PARS) and requires an employee contribution of 7.5% of base earnings.
- All District non-permanent positions are considered at-will positions and may end with or without cause or advance notice.

ABOUT THE ORANGE COUNTY VECTOR CONTROL DISTRICT
The Orange County Mosquito and Vector Control District is a special district governed by a Board of Trustees composed of 35 members, of whom 34 members are each appointed by the city they represent within the District, and one Board member is appointed by the Orange County Board of Supervisors and represents the unincorporated area of the County-at-Large. The District maintains a year-round operational control, and disease surveillance program for mosquitoes, rats, flies, and fire ants.

Mission Statement and Values: The mission of the Orange County Vector Control District is to provide the citizens of Orange County with the highest level of protection from vectors and vector-borne diseases.

In achieving this mission, the Orange County Mosquito and Vector Control District shall:

- Be proactive in response to current and future vector threats.
- Respond effectively and courteously to the needs of the public.
- Inform and educate the public about the shared responsibility of vector control.
- Utilize the most effective and safest methods available for the control of vectors.
- Provide vector control services in the most cost-effective manner.

NOTE
The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The Orange County Mosquito and Vector Control District does not discriminate on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, sexual orientation, medical condition, or physical or mental disability. Equal employment opportunity will apply to all personnel actions, including, but not limited to, recruitment and selection, training, transfers, promotions, compensation, evaluation, discipline, and layoffs. All applicants must apply online. Resumes will not be accepted in lieu of an application.