



Orange County Mosquito and Vector Control District Vector Reduction Coordinator

SALARY	\$42.47 - \$52.76 Hourly \$3,397.60 - \$4,220.80 Biweekly \$88,337.60 - \$109,740.80 Annually	LOCATION	Garden Grove, CA
JOB TYPE	Full Time Regular	JOB NUMBER	2025-04
DEPARTMENT	Operations	OPENING DATE	04/10/2025
CLOSING DATE	4/27/2025 4:30 PM Pacific		

Description

A RESUME IS REQUIRED; COVER LETTER IS OPTIONAL (Applications without a resume will be considered incomplete and will be screened out)

****Job post may close sooner if a sufficient applicant pool is received****



Welcome to the Orange County Mosquito and Vector Control District's application process! We are dedicated to serving, educating, and protecting Orange County against vectors and vector-borne illnesses in a positive, professional work environment.

Are you a team player looking to join a team of proactive public health professionals?

If so, **APPLY** for our **VECTOR REDUCTION COORDINATOR** position today! This recruitment will be used to fill the current vacancy supporting the Operations Department, and will establish an eligibility list for future vacancies in this classification. The eligibility list will remain valid for one year, with the possibility of extension at the discretion of the District Manager.

Please note that this recruitment will close on April 27, 2025, or when a sufficient number of applications have been received, whichever comes first. Interviews, followed by a written assessment, will take place in the first weeks of May; those invited will receive details via email communication.

Salary Range:
Vector Reduction Coordinator
\$3,397.60- \$4,220.80 Biweekly
****2% COLA Increase July 2025****

To apply for this position, an application must be completed on the link through the District's website at www.ocvector.org/employment or at www.GovernmentJobs.com. Further instructions are listed in the Supplemental Information section of this job posting.

Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. Be an essential part of public health and make a difference in the community. Join a team that believes in its staff and provides a safe and fun working environment.

The Orange County Mosquito and Vector Control District is committed to achieving its mission in a professional and safe manner based upon a foundation of education, communication, collaboration, innovation, and proactive efforts.

ABOUT THE AGENCY

The Orange County Mosquito and Vector Control District (the District) is an independent special district dedicated to protecting public health by controlling rats, flies, mosquitoes, Red Imported Fire Ants, and other vector-related problems. The operation of the District is overseen by a District Manager and Board of Trustees comprised of 35 members, each appointed by their city of residence (34) with one member representing the County. The District has a full-time staff of 69 employees and a seasonal staff of approximately 70 employees that assist in the day-to-day operations.

DEFINITION

The Vector Reduction Coordinator collaborates with staff and responsible parties, who have significant vector sources on properties under their control, to develop and implement cooperative Vector Management Plans with OCMCVD. Goals include reducing mosquito breeding sites by working with stakeholders to mitigate significant vector sources, to lower staff time and pesticide use, and to prevent formal enforcement actions authorized under the California Health and Safety Code (HSC). In some situations, the District must employ the HSC to ensure safe conditions and to carry out its public responsibilities. The Coordinator will prepare reports, letters, and supporting documentation when enforcement is warranted. The Coordinator will work with various stakeholder groups including landowners, land managers, regulatory agencies, and other groups to provide practical and appropriate Vector Reduction Guidelines for the variety of land uses. The Coordinator also ensures the District's compliance with environmental laws and regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Operations. May exercise supervision and direction of staff members while collaborating with other supervisors on vector reduction projects. May also exercise technical and functional direction over and provide training to lower-level staff and seasonal staff.

CLASS CHARACTERISTICS

This is an advanced-level classification responsible for enforcing the District's Vector Reduction Management Program. This class helps the Director of Operations in a variety of administrative, coordinative, analytical, and liaison capacities. The Vector Reduction Coordinator serves as the District's liaison to other governmental agencies, private groups, and individuals in enforcing the District's Vector Reduction Management Program. The position requires a thorough understanding of District source reduction policies, Integrated Vector Management principles, regulations pertaining to the California Health and Safety Code, NPDES standards, CEQA/federal environmental laws, and property rights, familiarity with stormwater management and infrastructure design, public works engineering, pesticide usage, and city code enforcement.

Essential Functions

EXAMPLES OF JOB FUNCTIONS

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Works collaboratively with department directors, Vector Inspectors, and other staff in planning, setting goals, and implementing the District's Vector Reduction Program; evaluates source reduction projects; obtains permits for, and oversees, the design of source reduction projects.
- Conducts and provides training to the Vector Inspectors and other field staff for the coordination of a source reduction program and enforcement methods; responds to staff requests to evaluate vector sources.
- Contacts and works with public and private landowners to reduce sources of standing water in basins and other property features; analyzes sites, reviews plans, and determines resolutions and alternative recommendations.
- Investigates and manages sources of standing water notifications to determine ownership and cause; coordinates with municipal and county code enforcement departments to gain property owner compliance with vector-related public nuisances.
- Maintains records and prepares reports on problematic vector production sites for mosquitoes and other vectors to enforce abatement notices; pursues long-term abatement with property owners including reminders, site visits, meetings, notices, and court proceedings.
- Inspects known, large issue vector breeding sites and determines the scope of work, and remediation actions needed.
- Consults with and advises local, state, and federal agencies, construction companies, and homeowner associations on modifications to reduce vector breeding in storm drains, flood control channels, ditches, gutters, etc., issues abatement notices when appropriate.
- Applies for permits with regulatory agencies for District staff to perform routine mosquito control work.
- Reviews designs and features of plans and permits for new and redevelopment projects; provides written vector control evaluations for projects such as plan check and CEQA review and issues recommendations for proper vector source reduction.
- Monitors and reviews NPDES permit regulations, makes comments and works with regulators on changes; recommends actions to District staff and coordinates with NPDES stakeholders on changes to permits.
- Researches, drafts, and updates vector control Best Management Practice documentation; provides design, construction, and maintenance recommendation along with program and policy changes to the Director of Operations to improve vector control procedures.
- Monitors legislation and developments regarding environmental regulation on storm water, mosquito, and other vector control programs.
- Attends a variety of District meetings and meetings with local, state, and federal regulators to discuss coordination and cooperation in vector control management.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

Qualification Guidelines

ABILITY TO:

- Reduce the long-term use of District resources by working with stakeholders to mitigate significant vector sources to lower staff time and pesticide use.
- Prepare reports and other correspondences for stakeholders outlining multiple vector reductions strategies.
- Build and maintain relationships with stakeholders to ensure vector reduction strategies are implemented and efficacious
- Understand and follow local, state, and federal laws, regulations, codes, ordinances, and guidelines governing programs related to vector control, especially environmental laws, and regulations.
- Understand watershed management concepts and urban water engineering, methods of environmental assessment and mitigation.
- Develop vector reduction strategies and vector control practices.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks; an understanding of GIS and mapping preferred.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in Civil Engineering, Environmental Engineering, Urban Planning, Biology, Environmental Management, or a closely related field and three (3) years of public health or environmental health project management experience. Alternatively, the equivalent of eight (8) years of public health or environmental health experience related to vector reduction strategies.

LICENSES & CERTIFICATIONS

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A – D, as required by the California Department of Public Health, within one year of appointment and maintained throughout employment with the District.

Supplemental Information

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. When performing field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to observe biological and environmental conditions. The job involves fieldwork requiring frequent walking in operational areas to provide surveillance and environmental analysis, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employer

Orange County Mosquito and Vector Control District

Address

13001 Garden Grove Boulevard

Garden Grove, California, 92843

Phone

714-971-2421

Website

<http://www.ocvector.org>

Vector Reduction Coordinator Supplemental Questionnaire

***QUESTION 1**

Do you have a valid CA Driver License with two (2) points or less and no major violations?

- ☐ Yes
- ☐ No

***QUESTION 2**

What is your highest level of education? Please ensure that you attach your transcripts along with your application.

- ☐ Some High School Diploma
- ☐ High School Diploma
- ☐ G.E.D. or equivalent
- ☐ Some College, no degree
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree or higher

***QUESTION 3**

What interests you about being a Vector Reduction Coordinator for the Orange County Mosquito and Vector Control District?

***QUESTION 4**

Please indicate the number of years of experience you have in a vector control, public health, or environmental health agency related to vector reduction strategies.

- ☐ No Experience
- ☐ One to Four Years
- ☐ Four to Eight Years
- ☐ More than Eight Years

***QUESTION 5**

Please describe your professional writing experience. Be sure to include the types of documents you have written and the organizations or positions where this writing was part of your responsibilities.

***QUESTION 6**

Please indicate which State of CA Department of Public Health Vector Control Technician Certifications you currently have? (Certification in Public Health Vector Control Categories A – D, as required by the California Department of Public Health, within one year of appointment and maintained throughout employment with the District.)

- ☐ A
- ☐ B
- ☐ C
- ☐ D
- ☐ All of the Above
- ☐ None of the Above

*** Required Question**