

SOLANO COUNTY MOSQUITO ABATEMENT DISTRICT
2950 INDUSTRIAL COURT, FAIRFIELD, CA 94533
Telephone (707) 437-1116
Email solmad@solanomosquito.com
Website solanomosquito.com



Seasonal Surveillance Assistant Job Announcement

Opening Date April 16, 2025

The Solano County Mosquito Abatement District (SCMAD) is seeking qualified applicants for the temporary position of **Seasonal Surveillance Assistant**. This role supports county-wide mosquito surveillance efforts under general direction and contributes to the District's mission of protecting public health.

Duties And Responsibilities:

For a complete overview of duties, responsibilities, and minimum employment standards, please refer to the attached job description for the Seasonal Surveillance Assistant position.

Compensation:

Hourly Rate: \$20.00 - \$25.00

Benefits: Not Applicable.

Employment Period:

This is a temporary seasonal position that typically supports surveillance efforts during SCMAD peak mosquito season. Peak mosquito season varies from year to year but can range from May through October.

Application And Selection:

Interested candidates who meet the minimum qualifications are encouraged to submit a completed SCMAD job application. Applications can be accessed via our website or by contacting the District through the provided email address.

Selection Criteria:

The District Manager will review applications to ensure compliance with the minimum education and experience requirements. Selected applicants will be invited to participate in an interview.

This position is open until it is filled.

POLICY TITLE: Seasonal Surveillance Assistant Job Description

Adopted April 14, 2025

General Job Description

Under the direct supervision of the District Manager, the Seasonal Surveillance Assistant will play a key role in supporting the District's surveillance program. The position will be trained to perform assigned tasks but is primarily expected to operate independently. Responsibilities include assisting the Biologist with regular surveillance tasks such as deploying and collecting traps, maintaining and organizing the lab, managing colony populations, and delivering samples. The role focuses on providing support to the surveillance program during the Districts peak season.

Example of Duties and Responsibilities

- Prepare daily reports on work performed and other required information.
- Deploy and collect surveillance traps.
- Deliver samples to the lab for identification.
- Retrieve and deliver samples for testing.
- Clean and maintain surveillance equipment.
- Keep the District vehicle clean and presentable.
- Make and pick up deliveries.
- Assist in identifying insect samples, as needed.
- Support surveillance tasks, as needed.
- Participate in surveillance field studies, as needed.
- Help maintain a clean and organized laboratory.
- Assist in maintaining records related to surveillance, collection, identification, testing, and other activities.
- Provide office support as required.
- Perform other related duties as assigned.

MINIMUM EMPLOYMENT STANDARDS

Education Certification and Experience

- Must possess a high school diploma or GED.
- Knowledge of biology, ecology, entomology, or related sciences is preferred.
- Some experience in vector control is preferred.
- Must hold and maintain a valid California driver's license and be insurable under the District's coverage provider throughout employment.
- All candidates selected for appointment must pass a pre-employment medical examination, including drug testing and a background check.

Knowledge, Skills, and Abilities

- Basic knowledge of the materials, methods, and techniques used in mosquito control activities.
- Basic knowledge of mosquito life habits and characteristics.
- Knowledge of hazard and safety precautions of the work.
- Ability to work independently.
- Ability to report to work on time and regularly.
- Ability to communicate effectively and in writing.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to keep records and make reports.
- Ability to understand and transmit oral and written instructions.

Essential Functions

- Ability to regularly manipulate small items and tools.
- Ability to regularly bend at the knees and waist.
- Ability to occasionally reach overhead.
- Ability to periodically lie in a prone position.
- Ability to frequently traverse uneven, hard, soft, wet or dry ground such as dirt banks, stream banks, shallow ponds, marshes, creeks and rocky or gravelly areas.
- Ability to occasionally perform repetitive motion associated with computer devices, mechanical equipment and small tools.
- Ability to periodically crawl.
- Ability to occasionally climb ladders.
- Ability to occasionally assist in the lifting of objects weighing in excess of 60 pounds.
- Ability to periodically lift objects unassisted weighing up to 60 pounds.
- Ability to periodically perform heavy physical labor.
- Ability and willingness to frequently work outdoors in all types of landscapes and all types of weather conditions.
- Must have good verbal and written English communication skills.
- Must have 20/20 vision (which may be corrected) to read, write, operate equipment and work safely.
- Ability to don and doff needed personal protective equipment.
- Must be able to frequently demonstrate measurable depth perception.
- Requires good hearing (which may be corrected) to hear alarms, horns, use phones and radios.

Definitions

- Periodically = Activity or condition that exists up to 25% of the time
- Occasionally = Activity or condition that exists up to 25% to 50% of the time.
- Regularly = Activity or condition that exists up to 50% to 75% of the time.
- Frequently = Activity or condition that exists up to 75% or more of the time.

Work Hours and Working Conditions

- 40-hour workweek, generally Monday thru Friday, 7:00 a.m. – 3:30 p.m.
- Hours may vary according to the daily work schedule and business needs of the District.
- Additional work hours may be required, occasionally as necessary to meet the demands of the District business needs.
- Peak mosquito season is typically from May to the end of October but can vary depending on weather and business needs.
- Typically, the position will not exceed 1,000 hours worked per fiscal year.
- The duties of this position are performed both in an indoor setting and in the field. The outdoor work takes place in varying temperatures and within various types of aquatic habitats, including polluted water sources. The ability to traverse rough, sloping or uneven ground such as fields dirt banks streambeds, wetlands and shallow pools, walk and work in dense vegetation, freshwater marshes, tidal marshes and wetlands and steep terrain. Hazards may include insect bites, chemicals, fumes, dust, hazardous materials, venomous insects, vectors and vector-borne diseases, inclement weather conditions, vicious animals, hostile people and poisonous plants (i.e. poison oak) and animals.

The Seasonal Surveillance Assistant is not a regular full-time position.

This job description is for management communication purposes only and does not imply any written or verbal contract. It reflects management's assignment of the job description, duties, essential functions, required knowledge, skills, and minimum employment standards. However, it does not restrict the District Manager's right to change, assign, or reassign duties and responsibilities as business needs require.

SOLANO COUNTY MOSQUITO ABATEMENT DISTRICT EMPLOYMENT APPLICATION

An Equal Opportunity Employer

INSTRUCTIONS

Attach additional sheets if more space is needed.

Return to:
Solano County Mosquito Abatement District
2950 Industrial Court
Fairfield, CA. 94533
Or email to
solmad@solanomosquito.com

Position Applied For _____

Date _____ Social Security Number _____

Name _____

Street Address _____ Apt. # _____

City _____ State _____ Zip Code _____

Home Phone _____ Other Phone (specify) _____

When would you be available for work? _____

How did you hear about this position? _____

List three business references that are familiar with the quality of your work, have worked directly with you, and have known you at least two years.

Name _____ Relationship _____ Company _____
Work Phone _____ Address _____

Name _____ Relationship _____ Company _____
Work Phone _____ Address _____

Name _____ Relationship _____ Company _____
Work Phone _____ Address _____

Solano County Mosquito Abatement District is committed to a policy of equal employment opportunity for its job applicants and employees. Employment decisions will comply with all applicable laws prohibiting discrimination in employment based on race, religion, color, national origin, physical or mental disability, medical condition, sex, marital status or age, or on any other basis prohibited by state, federal, and other applicable laws.

Disabled applicants may request accommodation to enable them to complete the application.

All offers of employment are contingent upon successful completion of a physical examination (including drug and alcohol testing), background investigation, and verification of references provided.

Employment History

Begin with your most recent employer. Go back at least 5 years or 3 employers, whichever is longer. Include periods of unpaid or volunteer work.

Employer _____ From _____ To _____
(mo/yr) (mo/yr)
Address _____
Phone _____
Position _____
Kind of business and nature of your position _____
Immediate supervisor's name _____ Title _____
Reason for leaving _____ May we contact? Yes No

Employer _____ From _____ To _____
(mo/yr) (mo/yr)
Address _____
Phone _____
Position _____
Kind of business and nature of your position _____
Immediate supervisor's name _____ Title _____
Reason for leaving _____ May we contact? Yes No

Employer _____ From _____ To _____
(mo/yr) (mo/yr)
Address _____
Phone _____
Position _____
Kind of business and nature of your position _____
Immediate supervisor's name _____ Title _____
Reason for leaving _____ May we contact? Yes No

Verification

If you indicated that we do not contact your previous or current employers, please identify the employer and state why.

Education Record _____

High School _____ Highest grade completed 9 10 11 12 _____

Address _____ Did you graduate Yes No _____

College or University _____ Years completed 1 2 3 4 _____

Address _____

Degree or diploma received _____

Other school _____ Years completed 1 2 3 4 _____

Address _____

Degree or diploma received _____

Other training relevant to the position for which you are applying _____

Additional Qualifications

What knowledge, special technical or computer skills, and/or individual capabilities do you have which especially prepare you for the position for which you have applied?

Publications, Awards, etc.: _____

Military: Branch of service _____ Rank at discharge: _____ Dates of service: _____

List duties in the service, including schools and training: _____

Are you 18 or over? Yes ___ No ___

If employed, can you show proof of age? Yes ___ No ___

Are you legally eligible to work in this country? Yes ___ No ___

Are there any hours, shifts or days you cannot or will not work? Yes ___ No ___

Have you ever been employed under another name? Yes ___ No ___

If yes state name: _____

Have you ever been discharged or suspended from a job? If yes, explain. Yes ___ No ___

Do you have any relatives presently working for Solano County Mosquito Abatement District? Yes ___ No ___

If yes, state their name(s), their relation to you. _____

Driver's License (complete only if driving is a requirement of the job for which you are applying)

Do you have a current valid driver's license?	Yes ___ No ___
License # _____ Class _____	State Issued _____

If driving is a requirement of the job for which you are applying, continued employment is contingent on your maintaining a current Driver's license.

Acknowledgement/Authorization

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW

_____ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the Solano County Mosquito Abatement District (Solano MAD) to thoroughly examine my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Solano MAD any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Solano MAD, my former employers and all other persons, corporation, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Date: _____

_____ Please Print First and Last Name

_____ Applicant's Signature

4/16/2025