



441 Plum Creek Road
Sunbury, PA 17801



November 16, 2021

POSITION ANNOUNCEMENT

TITLE: Mosquito-borne Disease Control Technician / D&G/LVR /
Agland Preservation (Full-Time)

LOCATION: Northumberland County Conservation District
441 Plum Creek Road
Sunbury, PA 17801

Salary Range: \$35,000 to \$40,000 Based on experience.

BENEFIT ELIGIBLE: Yes

BRIEF SUMMARY: The Technician will assist with the implementation of the Mosquito-borne Disease Control program and Integrated Mosquito Management (IMM) plan throughout a five-county area; specifically, Northumberland, Columbia, Montour, Snyder, and Union counties (five-county area). Key duties include fieldwork, data collection and entry, mosquito-borne disease control activities, and coordination with Pennsylvania Department of Environmental Protection (PA DEP) staff. Administer the Dirt and Gravel/ Low Volume roads program as well as the Agland Preservation program.

REQUIREMENTS: Must be able to pass the PA Child Abuse History Clearance (Act 151), PA State Police Criminal Background Check, and Fingerprinting immediately upon hiring and every 4 years. Must be able to pass the Pennsylvania Department of Agriculture's Pesticide Applicator Certification Test and maintain certification. Must have a clean driving record. A valid Pennsylvania driver's license is required.

All inquiries and resumes should be submitted via email to nbrophy@nccdpa.org. No phone inquiries will be accepted. We are accepting resumes until December 10, 2021.

The Northumberland County Conservation District is an equal opportunity employer that does not discriminate on the basis of race, color, religion/creed, sex, sexual orientation, gender identity, disability, marital status, age, pregnancy, national origin, ancestry, genetic information, possession of a General Education Development Certificate as compared to a high school diploma, veteran status, or any other characteristic protected by the applicable federal, state, or local laws.

JOB DESCRIPTION

FLSA Classification: NON-EXEMPT

Mosquito-borne Disease Control Program Coordinator/Dirt & Gravel, Low Volume Roads & Agland Preservation Program – Full Time Northumberland County Conservation District

General Statement of Duties

The Mosquito-borne Disease Control Program Coordinator will be responsible for implementing mosquito-borne disease control and Integrated Mosquito Management (IMM) throughout a five-county area; specifically, Northumberland, Columbia, Montour, Snyder, and Union counties (five-county area). Key duties include fieldwork, data collection and entry, mosquito-borne disease control activities, supervision of two seasonal technicians, ensuring weekly collection quotas are achieved, and coordination with Pennsylvania Department of Environmental Protection (PA DEP) staff. This position is also responsible for the Dirt and Gravel Roads/Low Volume Roads Program and the PA Agland Preservation Program. The position will also provide support, as needed, to other programs in natural resource management to the citizens of Northumberland County according to the District's annual work plan.

Organizational Relationships

The Mosquito-borne Disease Control /Dirt & Gravel, Low Volume Roads & Agland Preservation Program Technician serves directly under the Northumberland County Conservation District (NCCD) Manager. He/she is also accountable to the PA DEP to meet the terms of the contract pertaining to the Mosquito-borne Disease Control Program.

This position is subject to the direction and wishes of the District Manager and the Board of Directors of the NCCD. When there appears to be a conflict between this description and the direction of the NCCD, then the instructions from the District Manager and the Board will control the actions of the Mosquito-borne Disease Control/Dirt & Gravel, Low Volume Roads & Agland Preservation Program Technician position.

Job Duties and Responsibilities

Mosquito-borne Disease Control Program

- Conduct comprehensive field studies and monitoring on the abundance, distribution, and life stage of mosquitoes as it relates to effective treatment in the five-county area.
- Collect and submit mosquito samples on dry ice for virus isolation.
- Enter all collected data into the PA DEP Mosquito-borne Disease Control website and correctly ship biological samples to the PA DEP's lab in Harrisburg, PA.
- Conduct an effective mosquito larvicide program that targets known vectors of West Nile Virus and Zika, particularly *Culex* and *Aedes albopictus*, while maintaining accurate records according to the PA Department of Agriculture regulations.
- Disseminate press releases indicating when and where spray applications will be applied. Also notify individuals in the Pennsylvania Pesticide Hypersensitivity Registry, local beekeepers, and local municipal officials.
- Prepare articles pertaining to mosquito-borne disease control for the Conservation District newsletter.
- Assist regional PA DEP staff when mosquito adulticide operations are planned within the five-county area.
- Conduct pre- and post-treatment monitoring of mosquito locations and map mosquito production areas.
- Coordinate mosquito control educational programs in the five-county area.
- Attend meetings and training sessions that discuss the administration of the Mosquito-borne Disease Control program.
- Manage seasonal staff in a productive and efficient manner that corresponds to the interests of the Mosquito-borne Disease Control program and the Northumberland County Conservation District.
- Ensure weekly collection quotas are achieved.
- Manage and maintain storage for pesticides and program equipment.
- Respond to all phone calls, correspondence and email about mosquito-borne disease control and surveillance, including complaints that may require continued follow up.
- Attend staff, Board, and other meetings as required.

Dirt, Gravel, and Low Volume Roads Program

- Attends trainings provided by the State Conservation Commission (SCC), and the Center for Dirt & Gravel Roads, including the Environmentally Sensitive Maintenance (ESM) training to get certified for the program.
- Assists county municipalities with the grant application and awarded projects.
- Maintains and updates the Dirt & Gravel Roads GIS database, including the annual report to the Center for Dirt & Gravel Roads.

Agricultural Land Preservation Program

- Serves at the pleasure of the Board as a voting delegate to the PA Farmland Preservation Association (PFPA).
- Responds to inquiries regarding the program, advertises open enrollment periods, assists program applicants including a visit to their farm, processes soil maps for each application using a computer program like NRCS's Web Soil Survey to score soils, scores all new applications and ranks them, notifies all applicants of their current ranking.
- When funding is available, contacts the next landowner on the current ranking list, schedules appraisal, makes offer to landowner with Board's approval, schedules survey of land, contacts attorney for title search.
- Prepares required documents for the PA Bureau of Farmland Preservation Board's approval using the online PA Farmland website. Communicates with Bureau of Farmland Preservation staff regarding issues or updates to the current easement purchase. Attends state Farmland Preservation meeting to present farm for approval. Schedules closing of farm once funds are received from the state.
- Contacts the county commissioners annually to request funding support.
- Performs annual inspections of eased farms as required and reports results of inspections to the PA Bureau of Farmland Preservation.
- Assists municipalities with Ag Security Area issues.
- Maintains all files for the program in accordance with record retention requirements.
- Updates Northumberland County Agricultural Land Preservation Administrative manual for recertification every 7 years, as required.

ADDITIONAL JOB FUNCTIONS

- Assist Conservation District staff on an as needed and as time permits basis with providing technical assistance in regard to agricultural technical assistance; erosion and sedimentation control; dam safety and waterway management; environmental education; dirt, gravel and low volume roads; agricultural land preservation; and watershed protection.
- Operate a variety of machinery, equipment and tools associated with work activities, which may include a motor vehicle, camera, mosquito collection equipment, pesticide application equipment, office equipment, and other instruments.
- Attend the weekly staff meeting.
- Attend the monthly District Board meetings as requested and report to the Board of Directors on all activities and accomplishments for the month in the form of a monthly written report.
- Maintain daily narrative of work activity, accurate timesheet, compensatory time log and mileage log. Turn in daily log on a weekly basis and timesheet, compensatory time log and mileage log monthly.
- Assist with the realization of the District's annual work plan.
- **This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Other duties may be required and assigned by the District Manager and/or the NCCD Board of Directors.**

WORKING CONDITIONS

- Work a combination of indoors with adequate workspace, lighting temperatures and ventilation; and outdoors with visits to properties which may include subjectivity to water, fumes, chemicals, smoke, manure, dirt, weather, or other conditions during outdoor visits to construction sites or dirt roads.
- May have to navigate and traverse in rough terrain during adverse weather conditions.

- Subject to multiple deadlines, frequent disruptions, and moderate stress.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in working with the public. Ability to communicate effectively, both orally and in writing. Ability to listen and be objective. Ability to develop and maintain relationships.
- Ability to utilize information such as administrative procedures manuals, computer languages; knowledge of computer word processing, database, spreadsheet and presentation software and ability to operate computers; ability to utilize advisory data and information such as technical operating manuals, procedures, guidelines, non-routine correspondence, laws and regulations.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include the ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert physical stress. Ability to lift, carry, push, and pull. Ability to stoop, kneel, crouch, climb and crawl.
- Ability to endure mental stress that may result from day-to-day activities.
- Ability to travel overnight and/or multi-day when necessary to attend functions related to training, conservation, natural resources or environment, or any functions for the greater good of the Conservation District.
- Must initiate own work and have the ability to complete assignments with minimal oversight.
- Must have patience, tact, a cheerful disposition, enthusiasm, and the willingness to handle a wide range of individuals.
- Ability to provide own transportation with mileage expenses being reimbursed by the District.

MINIMUM QUALIFICATIONS

- Bachelor's degree in environmental sciences, entomology, biology, or related fields preferred; related experience; and knowledge of GIS.
- Must be able to pass the PA Child Abuse History Clearance (Act 151), PA State Police Criminal Background Check, and Fingerprinting immediately upon hiring and every 4 years.
- Must be able to pass the Pennsylvania Department of Agriculture's Pesticide Applicator Certification Test and maintain certification.
- Must have a clean driving record. A valid Pennsylvania driver's license is required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor.

NCCD is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the NCCD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Last Updated: November 4, 2021