



## Employee Job Description

Department: Conservation District (MCCD)/ Mosquito-borne Disease Control Program

Position Title: FT Temporary Mosquito-borne Disease Control Program Coordinator

Pay Classification: P&A 05 (Entry Level \$22.17/hr.)

Reports To: Conservation District Manager

Date of Job Description Creation/Update: 7/21/2025

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The Mosquito-borne Disease Control Program Coordinator will implement the mosquito-borne disease control and Integrated Mosquito Management (IMM) throughout a three-county area; specifically, Mercer, Butler and Crawford counties. Key duties include fieldwork, data collection and entry, mosquito-borne disease control activities, and coordination with the Pennsylvania Department of Environmental Protection (PA DEP) staff.

### Organizational Relationships

The Seasonal Mosquito-borne Disease Control Technician serves directly under the Full-Time Mosquito-borne Disease Control Program Coordinator. He/she is also accountable to the Mercer County Conservation District (MCCD) Manager and the PA DEP to meet the terms of the contract pertaining to the Mosquito-borne Disease Control Program. This position is subject to all Mercer County Personnel Policies and the direction and wishes of the County Commissioners.

### **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 three-county area.
- Collect and submit mosquito samples on dry ice for virus isolation.
- Enter all collected data into the PA DEP West Nile Virus Data System and 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 Virus, 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.
- Assist regional PA DEP staff when mosquito adulticide operations are planned within the three-county area.
- Conduct pre- and post-treatment monitoring of mosquito locations and map mosquito production areas.
- Attend meetings and training sessions that discuss the administration of the Mosquito-borne Disease Control program.
- Assist with the maintenance of the storage shed for pesticides and program equipment.
- Attend staff, Board, and other meetings as required.

#### **ADDITIONAL JOB FUNCTIONS**

- 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.

- Maintain daily narrative of work activity, accurate timesheet, and mileage log. Turn in a daily log on a weekly basis and timesheet and mileage log on a monthly basis.
- 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.

#### 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

- You are required to obtain a Public Pesticide Applicator's license (Core and Category 16) from the Pennsylvania Department of Agriculture (PDA) to apply pesticides in the Mosquito-Borne Disease Control Program.
- 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.
- 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.; 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 5 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.

**How to Apply:**

Please send a completed standard County of Mercer Application for employment a letter of interest, resume and salary history to:

Mercer County Human Resources  
125 S Diamond Street, Suite 17  
Mercer, PA 16137

**Deadline to Apply: Open until filled**