



**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT**

**invites applications for the position of:**

**MCT - Maintenance Aide**

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<b>SALARY:</b>	\$19.14 - \$22.16 Hourly
<b>DEPARTMENT:</b>	Facilities and Fleet Maintenance
<b>OPENING DATE:</b>	02/08/23
<b>CLOSING DATE:</b>	Continuous
<b>JOB SUMMARY:</b>	

**This is a temporary seasonal position working up to 40 hours per week for approximately six months with a tentative start date in May 2023.**

**DEFINITION:**

Under general supervision, the Mosquito Control Technician – Maintenance Aide (MCT-MA) assists department staff with repairs and performs maintenance of District vehicles, buildings, and routine maintenance of the facility. This assignment will be based at the Santa Fe Springs office but may require occasional travel throughout the District's jurisdiction, including reporting to the Sylmar branch office. The duration of work is seasonal/temporary, usually beginning with the onset of mosquito season and will last for approximately six months. This assignment is considered "at-will," does not serve a probation period and will not gain permanency.

**SUPERVISION RECEIVED AND EXERCISED**

The MCT-MA position does not possess a state certification. The incumbent must be able to perform assignments under the direct supervision of the Facilities and Fleet Maintenance Supervisor and other certified staff within the department. This classification exercises no direct supervision over staff.

The MCT-MA is an entry-level classification assisting with a variety of vehicle, equipment, building, facility, and related maintenance and repair work.

**JOB FUNCTIONS:**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Assist journey-level maintenance technicians with diagnosing, troubleshooting, servicing, repairing, and maintaining the District's fleet or general and specialized vehicles.
- Assist with ensuring vehicles are in good working condition and available for use.
- Aid with performing preventative maintenance on vehicles to ensure vehicles comply with all federal and state safety regulations.
- Assist with building maintenance, repairs and improvements of buildings, structures, and fixtures.
- Collects and maintains accurate records of work activities; inputs data into fleet management software; scans work invoices from vendors into system; queries data and generates reports; generates work orders and attaches receipts; calculates vehicle service

needs using mileage data, date of last service performed, repair and service history, and manufacturer recommendations.

- Uses a variety of equipment and tools to maintain and repair vehicles and buildings including vehicle lifts, jacks, automotive scan tools, timing lights, paint spray guns, soldering guns, presses, hand tools, and power tools.
- Uses a variety of office equipment including personal computers, scanners, copiers, laminators, digital cameras, and label makers.
- Interacts with co-workers at all levels in the District in a collaborative and customer service-oriented manner.
- Performs other duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Operation, maintenance, and repair of a wide variety of District-owned vehicles and light equipment including pesticide application equipment.
- Basic mechanical, fuel, ignition, electrical, and cooling systems, and their repair and adjustment.
- Basic carpentry, plumbing, painting and electrical skills for building maintenance.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

Perform a variety of unskilled or entry-level minor mechanical work on automotive and mechanical systems.

- Understand and observe work safety rules.
- Identify building maintenance needs and take corrective actions.
- Troubleshoot and diagnose equipment and parts which are not functioning properly.
- Troubleshoot mechanical and electrical problems.
- Perform basic automotive electrical work to outfit new vehicles.
- Maintain accurate logs, records, and basic written records of work performed.
- Safely operate all District vehicles, trucks, and equipment.
- Read and interpret shop manuals, schematics, blueprints, and specifications.
- Perform mathematical calculations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **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:*

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- One (1) year of experience in vehicle repair, light equipment repair, or preventative maintenance repair, or in one or more skilled building construction trades including carpentry, electrical, or plumbing.

**Licenses and Certifications:**

- Possession of a current valid driver's license is required. Employees in this position will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving records during the course of employment with the Greater Los Angeles County Vector Control District (GLACVCD). Must be insurable with the District's insurance carrier.

## **SUPPLEMENTAL INFORMATION:**

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, pivot, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and complete repetitive movement tasks in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to inspect and operate equipment; and color vision to identify parts and electrical wiring. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards and/or collect samples. Finger dexterity is needed to operate and repair tools and equipment. 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.

Employees must wear and use the proper Personal Protective Equipment (PPE).

### **ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances, and fumes, dust, and air contaminants, and exposure to vermin, insects, and parasites. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **APPLICATION PROCESS**

This recruitment may close at any time without notice. Any incomplete applications or candidates that do not meet the minimum requirements of the position will not be considered further.

Applications will be reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process. The examination process may consist of a written exam and an oral interview. The examination process may be changed as deemed necessary.

### **CONDITION OF EMPLOYMENT**

District appointments are contingent upon successful completion of a post-offer medical examination with the ability to lift up to 50 lbs., including drug screening to comply with our Drug-Free Workplace policy, a background check including references and employment history, and a Live Scan fingerprint check through the Department of Justice.

California Code of Regulations, Title 8, Section 5144, Appendix A requires an employee to comply with mandatory Fit Testing Procedures.

The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice.

The Greater Los Angeles County Vector Control District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of age (40 or older), disability, equal pay/compensation, genetic information, harassment, national origin, pregnancy, race/color, religion, retaliation, sex and sexual harassment in its employment actions, policies, procedures, or practices.

GLACVCD will maintain compliance with all paid sick leave laws, including Healthy Workplace, Healthy Families Act of 2014 (AB 1522) effective July 1, 2015.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.glamosquito.org/>

Position #2023-05  
MCT - MAINTENANCE AIDE  
MM

12545 Florence Ave.  
Santa Fe Springs, CA 90670  
562-944-9656

[teamhr@glacvcd.org](mailto:teamhr@glacvcd.org)

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### **MCT - Maintenance Aide Supplemental Questionnaire**

- \* 1. I understand that this is a temporary seasonal position working up to 40 hours per week for approximately six months with a tentative start date in May 2023.  
 Yes    No
  
  - \* 2. Are you a returning employee who has worked at least one (1) season with the Greater Los Angeles County Vector Control District?  
 Yes    No
  
  - \* 3. Please explain your experience in vehicle repair, equipment repair, preventative maintenance repair, or in skilled building construction trades including carpentry, electrical, or plumbing.
- \* Required Question