

MOAB MOSQUITO ABATEMENT DISTRICT

MANAGER / ENTOMOLOGIST JOB DESCRIPTION

Full-time, exempt, work hours as necessary to do the job.

Salary range: \$50,000–\$75,000 per year, salary will be determined based on education and experience, and subject to MMAD board approval.

Benefits: Retirement and 401K with the Utah Retirement System, family medical insurance, paid holidays established by Grand County.

Start date flexible, would prefer as soon as possible, but at least by 1 January 2023.

The Moab Mosquito Abatement District (MMAD) is a small (25 square mile, population about 9,000) Independent Special District government entity chartered under the laws of the State of Utah. It is governed by a five member Board of Trustees appointed by Grand County and the City of Moab. Its annual budget is about \$500,000 derived entirely from a District property tax levy. It employs an exempt salaried Manager/Entomologist year-round and four seasonal full-time hourly Technicians March through October. The Manager/Entomologist oversees everything necessary for running the District including mosquito monitoring and control activities carried out by MMAD technicians, and payroll and accounts-payable, which are handled by the Grand County Clerk per inter-local agreement.

The Moab Mosquito Abatement District is an equal-opportunity employer.

Minimum qualifications:

- a. Capable of fulfilling the duties outlined in the Job Description below.
- b. Have a Bachelor of Science degree with emphasis in biology and entomology or extensive experience managing a successful mosquito abatement program.
- c. Before driving a District vehicle and within one week of employment, holds a valid Utah Motor Vehicle Operator's License with an excellent driving record (no alcohol or other drug-related convictions, and no more than one moving violation in the past year).
- d. Within two weeks of employment, be certified by the State of Utah Department of Agriculture as a non-commercial pesticide applicator in Public Health category 8.
- e. Not adverse to the regular use of pesticides as needed in the District, and with no known allergies to those agents.
- f. Able to navigate difficult, rough, muddy, wet, hot, humid, mosquito-infested terrain on foot and in various vehicles as necessary to do the job.

JOB DESCRIPTION:

The fundamental responsibilities of the Manager/Entomologist of the Moab Mosquito Abatement District are to implement the policies and goals of the District as adopted by the Board of Trustees and to administer the procedural, technical, and fiscal requirements for effective mosquito/vector abatement in the District within the scope of and as required by state and federal laws. Duties will include – but are not limited to – the following:

1. Administrative
 - a. Plans and prepares annual budgets and regular fiscal reports to the Board;
 - b. Manages all expenditures as authorized by the Board;
 - c. Deposits refunds, revenues, and income into the proper District accounts as per state law.

- d. Researches and prepares supporting data, prepares legal correspondence as authorized, and conducts negotiations and communications in the best interests of the District;
 - e. Represents the District in all operational, technical, educational, public, professional, and procedural matters as indicated, and assigns any of these duties to qualified employees as deemed necessary and/or beneficial for MMAD;
 - f. Secures and maintains sufficient property and liability insurance for the District, and requires that contractors are fully insured;
 - g. At regular meetings – and otherwise as necessary – furnishes the Board with information and recommendations for the prudent and informed creation, execution, or amendment of District policies and objectives;
 - h. Serves as District Records Officer and Office Manager, or assigns these duties to qualified employees; duties include: creating, organizing, maintaining, and preserving records and library materials; maintaining a phone log including mosquito spray requests; seeing to office and laboratory equipment maintenance and custodial duties to provide a functional work environment.
 - i. Represents the District in all operational, technical, public educational and professional organizations and meetings.
 - j. Furnishes scientific/technical data, recommendations etc. for the informed execution of fiscal and operational goals and objectives of the District.
2. Supervisory
 - a. Is responsible for the performance of personnel under immediate or indirect supervision;
 - b. Trains employees as necessary for effective mosquito/vector control operations;
 - c. Assigns, instructs, and supervises employees and contractors as needed for achieving mosquito/vector control objectives;
 - d. Selects, evaluates, disciplines, and terminates Technicians as indicated.
3. Mechanical/Maintenance
 - a. Sees to maintenance of equipment and supplies for safe, efficient, and reliable use;
 - b. Maintains equipment inventory;
 - c. Acquires or replaces equipment and supplies as needed;
 - c. Oversees the maintenance of District facilities and yard;
 - d. Assists and instructs employees as necessary to maintain, repair, adjust, or modify District vehicles or equipment;
 - e. Ensures the proper calibration of pesticide application equipment – including the determination and documentation of accurate spray droplet measurements.
4. Operational
 - a. Plans, organizes, and directs a comprehensive program of mosquito control within the Districts boundaries. Is responsible for the application and success of all mosquito/vector control operations in the district;
 - b. Supervises Field Technicians and assists in the field as necessary to ensure proper operations;
 - c. Provides guidance and supervision for the Biologist and Mechanical Maintenance Specialist, and assists in performance of duties as needed, including but not limited to the following:

- i. Maintains pesticide inventory and acquires materials as needed;
 - ii. Prepares, maintains, and distributes maps of mosquito/vector sources, to Technicians;
 - iii. Identifies mosquito larvae from field collections, and provides the data for entry into treatment records;
 - iv. Deploys and retrieves mosquito surveillance traps using proper protocols;
 - v. Sorts, identifies, and counts adult mosquitoes, and records and retains data from trap collections;
 - vi. Evaluates trap counts and other data to determine the need for and the specifics of control measures to be applied;
 - vii. Prepares mosquito pools for arbovirus testing, and tests in-house or ships as necessary for timely results;
- d. Prepares, revises, and implements the District's operations policies and Pesticide Discharge Management Plan, subject to Board approval.

5. Technical

- a. Knows and understands the modern concepts of mosquito/vector control, including the general theory, principles, and procedures of integrated pest management;
- b. Remains current and competent in operational, scientific, and technical applications required for District operations;
- c. Is competent within various disciplines necessary for effective mosquito/vector control programs. Important subjects include invertebrate biology, general and medical entomology, epidemiology, fresh water biology, ecology, toxicology, chemistry, soil and water science, and wildlife ecology;
- d. Is competent in mosquito systematics and laboratory procedures needed for effective monitoring of local mosquito/vector populations;
- e. Possesses the written and verbal skills, knowledge, and experience essential to promoting the best interests of the District;
- f. Prepares and maintains District mosquito reference collections;
- g. Prepares and updates District mosquito identification keys;
- h. Plans and conducts research as may help improve the mosquito control operations of the District, including applying for grants to obtain funding for research or monitoring, and publishing results of research that will improve MMAD effectiveness.

To apply, please submit a detailed resume, along with contact information for three references that can speak to your work experience and character to Tim Graham, MMAD Board Chairman: lasius17@gmail.com