### Position Description

 JOB TITLE: Entomology Biologist (Program Manager)

 REPORTS TO: District Supervisor and NCWP Board NC Salary PAY BAND:DOE $50,000/yr + benefits

 STATUS: Exempt SUPERVISES: 2-4 Seasonal Staff



## JOB SUMMARY

Manages and maintains a variety of cross-disciplinary lab procedures and field operations to help carry out the District’s integrated mosquito/vector/pest management programs. The Program Manager will primarily coordinate field projects, field sample collections and laboratory processing, and maintenance of the lab and equipment under the direction of the District Supervisor.

## DUTIES AND RESPONSIBILITIES

## Essential Duties:

## **Oversee EIMG and Casper Grants:** Will write and administer necessary grants including Emergency Insect Management Grant and City of Casper MOU. The incumbent will report and budget program activities to the grant requirements. Make recommendations and adapt District program to better serve the County and City residents

## **Laboratory Analysis of Insects:** Maintain NCWP lab procedures. Identify pest species, Monitor mosquito populations through the use of light and CO2 traps. conduct water analysis to determine treatment intervals and methods. Reduce vector borne risk by tailoring larviciding and adulticiding mosquito treatments to mosquito populations. Assist Supervisor in spray block development for Grasshopper, Mosquito and Alfalfa weevil pest reduction activities.

## **Pesticide Application:** Receive and maintain appropriate Commercial Applicator Certifications for the treatment of mosquito and pest insects as well as ROW and Agricultural applications on plant pests. Oversee seasonal staff applications of larviciding and adult fogging operations.

## **Education:** Actively identify and implement educational programs related to mosquito and insect pests for 3rd grade through adult education. Publish articles for local news outlets and UW publications. Meet with local landowners and managers to develop integrated pest control programs. Assist with over-the-counter chemical sales. Conduct site visits and provide a written pest management plan for landowners relating to insect pests.

## Other Duties:

* Shares the responsibility of cleanliness and maintenance of the lab ensuring a safe work environment.
* Assists with implementation of District programs related to declared/designated species as determined by the Supervisor.
* Participates in calibrating District equipment
* Assists with representation at outreach events as directed.
* Shares responsibility of grant writing, landowner communication, treatments, record keeping, quality control and other duties as needed with other full-time staff.
* Shares responsibility of safety training with other employees.
* Participates in special projects and assignments as required.
* May represent the District at various local, regional, or national organizations as required

## EDUCATION, EXPERIENCE AND TRAINING

**Minimum Education and Experience:**

1. Bachelor’s Degree: Biology, Ecology, Entomology, Chemistry, Microbiology, or related scientific field.

**OR**

1. Equivalent combination of education and experience may be used to meet the minimum

**AND**

1. Commercial Pesticide Applicator License (or ability to obtain)

**Job Requirements:**

* Determine working procedures
* Instruct/Train coworkers
* Insurable by District automobile insurance provider
* Well organized and able to reassign work to meet priorities

**Preferred Training or Experience:** Integrated mosquito management, the scientific method, performing scientific assays in laboratory settings and data collection. Commercial Applicator License, Ability to identify noxious weeds and pests in all stages of growth. Technically proficient to conduct routine maintenance of equipment or recommend repair.

## KNOWLEDGE, SKILLS AND ABILITIES

 **Knowledge of:**

* Principles of biology, chemistry, and mathematics
* Current technological capabilities and applications
* Mapping and GIS
* Good microbial practices
* Volume measurements and conversions
* Laboratory chemical and biological hazards
* Aviation safety and UAS application

**Ability to:**

* Maintain a safe and clean work environment in the lab
* Apply technical and mechanical skills associated with District management
* Read, comprehend, and interpret label requirements for pesticides used by the District
* Write reports with sufficient detail to enable the reader to identify and understand all pertinent facts
* Communicate technical and regulatory information to the public and seasonal staff
* Establish and maintain effective working relationships with other professionals, subordinate employees, media, other organizations, Board members, and the general public
* Operate various equipment including but not limited to automobile, ATVs, various spray equipment, UTVs, forklift, telephone, calculator, computer, copiers, GIS/GPS and other business/office equipment.
* Understand verbal and written information and instruction and effectively exchange information with others
* Perform work which requires substantial attention to detail

**Skills to:**

* Effectively prioritize concurrent tasks and project completion
* Evaluate organizational operations (including costs, staffing, scheduling, and related areas) and formulating recommendations
* Utilize problem solving strategies

## OTHER REQUIREMENTS (including physical and environmental)

**Environmental Conditions:**

Approximately 50% of the position’s duties are performed within an indoor or a protected environment. The incumbent may be exposed to adverse conditions while driving from the primary business location to field locations as well as during any service-related activities. Limited seasonal exposure to toxic/caustic chemicals and other conditions such as fumes, odors, dust, and mists will be encountered. Moderate seasonal exposure to extreme heat or without temperature changes will also be encountered. Rare exposure to blood-borne pathogens, body fluids and tissue, and diseases of known and unknown origin are experienced less than 10% of the time.

**Physical Requirements:**

Ability to:

* Conduct activities involving walking 60% of the time, standing 20% of the time, and sitting 20% of the time.
* Lift burdens weighing up to 80 lbs. and carry, push and/or pull burdens weighing up to 300 lbs. on a limited to moderate basis.
* Carry backpack equipment weighing between 24 and 40 lbs.
* Grasp and manipulate office equipment as well as tools, equipment and materials used in the maintenance of facilities and equipment.
* Conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, and reaching on a moderate to substantial basis.
* Participate in routine conversation in person or via telephone and to distinguish telephone voice and other auditory tones.
* Distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity to observe all elements of a structure or zone and document the results.

Work Hours

 Typical work hours are M-F 7:30-4:00. With Wyoming’s short growing season significant work loads are encountered in the Summer months. Exempt employees are expected to track hours and flex time where appropriate to meet the demands of the Job.