

**ENVIRONMENTAL ASSISTANT**  
**712**

**DEPARTMENT:** Development Management/Environmental Division & Mosquito Control

**NATURE OF WORK:**

Conducts mosquito spraying operations, larviciding control work, mosquito activity surveillance and responds to citizen inquires and mosquito complaints. Provides program supervision in the absence of the Environmental Specialist.

Performs technical work in the inspection of site development for compliance with County's Erosion and Sediment Control Ordinance and Chesapeake Bay Preservation Ordinance and other environmental regulations.

**ESSENTIAL FUNCTIONS OF JOB:**

Responsible for maintenance of mosquito spraying equipment and trucks, preparation of pesticide formulations, pesticide inventory control and calibration of equipment to insure proper application of pesticides. Advises program supervisor of problems which may affect operations and works to provide scheduling and delivery of spraying and other abatement practices.

Performs inspection of single family, subdivision and site plan construction sites on a regular basis to ensure that projects are in compliance with County Ordinances and the approved plans. Advises permit holders and contractors of any problems or conflicts for correction and develops corrective action plans.

Maintain computer database of all inspections, project activity, and enforcement actions. Similarly assists in maintaining computer database of mosquito operations, pesticide use, complaints received and areas treated.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Mosquito operations are conducted out of the Tewning Road office and cover all areas of James City County. Similarly, duties with the Environmental Division are performed at various construction sites as located throughout the County with the Government Center office serving as the base. Drives County vehicle and must operate various pesticide spraying equipment. Requires extensive walking, frequently over rough terrain. Duties are frequently performed outdoors in all weather conditions.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

A Commercial Pesticide Applicator certification (category 8) through the Virginia Department of Agriculture and Consumer Services is required for conducting mosquito spraying operations independently of direct supervision. This certification requires a minimal of one year's experience and training at the Registered

Technician level of certification.

Knowledge of basic calibration methods, mathematics and record keeping.

Ability to communicate effectively, both orally and in writing.

Knowledge of the principles and technical methods involved in erosion and sediment control.

Ability to interpret and comprehend simple blue prints, and engineering plans.

Ability to maintain records and prepare clear and concise reports.

Knowledge of word-processing computer programs.

Ability to perform taxing physical activity, including walking, climbing, stopping, and bending.

#### **MINIMUM QUALIFICATIONS:**

Graduation from high school or equivalent, experience with sprayers or small engines, some experience in construction or soil conservation, experience in dealing with the public, and knowledge of computers desirable: or any combination of education and experience providing the knowledge, skills and abilities cited above.

#### **NECESSARY SPECIAL QUALIFICATION**

Must possess a valid Virginia driver's license and have an acceptable driving record based upon James City County's criteria. Registered Technicians certification is desirable, Commercial Pesticide Applicator certification is a plus.

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Environmental Assistant Position Number 712  
Department Development Management Division Mosquito Control/Environmental Division

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others citizens
- Not essential to job function

## 2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

## 3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input checked="" type="checkbox"/> Use radio/console  | <input checked="" type="checkbox"/> Use hand tools                         |
| <input checked="" type="checkbox"/> Use a calculator   | <input checked="" type="checkbox"/> Use power tools                        |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>spraying equipment</u>       |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: To manipulate mosquito specimens under microscope using tweezers and probes.

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**VI. Physical Demands:**

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>					✓			✓	
<b>Push/Pull</b>					✓		✓		
<b>Hold/Carry</b>				✓				✓	

Manipulation done from:  ground to waist     waist level     waist to shoulder     above shoulder  
(Check all that apply)

Not essential to job function:  Lift     Push/Pull     Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

**Ladders**

**Stairways**

**Steps**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Step stool                             | <input type="checkbox"/> 1 flight                                 | <input checked="" type="checkbox"/> 1-2                |
| <input checked="" type="checkbox"/> 8' to 10' step ladder       | <input type="checkbox"/> 2 flights                                | <input type="checkbox"/> 2-3                           |
| <input type="checkbox"/> Extension ladder                       | <input type="checkbox"/> 3 or more flights                        | <input type="checkbox"/> 3-4                           |
| <input checked="" type="checkbox"/> Other <u>into truck bed</u> | <input type="checkbox"/> Other _____                              | <input type="checkbox"/> Other _____                   |
| <input type="checkbox"/> Not essential to job function          | <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>		✓						✓	
<b>Sit</b>		✓					✓		
<b>Walk</b>		✓						✓	
<b>Run</b>		✓							

If walking or running, over what type of terrain?     flat     rough     both

Not essential to job function:     Stand     Sit     Walk     Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x       5-20x       20-50x       50+x  
 Other \_\_\_\_\_       Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x       5-20x       20-50x       50+x  
 Other \_\_\_\_\_       Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			