

***Pest Prevention Assistant II (Various Projects)***  
***Essential Task Rating Results***

Task #	Task Statement
1	Communicate in a professional and effective manner with others to establish and maintain effective working relationships in all situations using tact and interpersonal skills at all times.
2	Establish and maintain cooperative working relationships with those contacted during the course of work utilizing interpersonal communication skills, professional knowledge, and experience on an ongoing basis.
3	Apply insecticides, herbicides, bactericides, or fungicides to control and/or eradicate invasive pests and diseases and/or their hosts using the appropriate treatment and equipment method including the proper mixing, loading, storage, and application of pesticides, storage and proper use of Personal Protective Equipment to promote and provide a safe work environment utilizing Safety Data Sheets, Injury Illness Prevention Program, manuals, facility operational procedures, laws, rules, and regulations as required by law.
4	Monitor release sites to obtain data for analyzing the effectiveness of the release of biological control agents and the pest population density.
5	Instruct staff in the activities implemented during the mass production of biological control agents in order to optimize the production system in the laboratory.
6	Lead small crews of seasonal employees in daily operations of a treatment/trapping program, emergency eradication of target pests, rearing and monitoring activities, or the mass production of sterile insects.
7	Plan daily work assignments and schedules for seasonal employees assigned to detection and treatment, rearing and monitoring activities based on program and staffing needs. Coordinate emergency projects by communicating program needs to management.
8	Organize seasonal employees, and treatment and trapping crew assignments, equipment and supplies, forms and labels to stay in compliance with program policies, pesticide use laws and regulations.
9	Assist and/or lead field staff in solving technical problems such as equipment breakdowns and trap deployment, etc., using effective communication skills, knowledge, manuals, facility operational procedures, laws, rules, and regulations as required by law.
10	Train seasonal employees in vehicle, equipment, personal safety, field monitoring, parasitoid and plant production, and insect rearing techniques and protocols, baiting/application procedures and ground bait application to assist in all aspects of detection and treatment, rearing and monitoring activities including instruction on department policies using training courses, various manuals, hands-on training, meetings etc. as directed by management.

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11	Prepare accurate, detailed and complete technical reports (daily/weekly activity summaries, pest detection reports, incident reports, auto logs, toxic exposure, production status on biological control agents, and time and attendance reports, etc.) associated with biological control, detection and treatment activities or other activities in the workplace using correct English grammar and spelling.
12	Perform quality control inspections on production system for biological control agents, traps in the field, pesticide application techniques, and pest identification skills to ensure that work is performed at an acceptable level. Reference various technical guides to assure the program is biologically sound.
13	Maintain and practice the safety and security of persons, property, and equipment of the facility, laboratory, or in the field to ensure a safe and secure environment in accordance with Departmental policies.
14	Attend mandatory administrative training on subjects such as defensive driving, sexual harassment prevention, workplace violence prevention, etc., per Departmental policies.
15	Operate standard office equipment such as copiers, computers, fax machines, calculators, telephones, and other new technical equipment etc., maintain inventory and accountability of equipment and supplies.
16	Perform mass rearing of biological control agents and Mediterranean fruit flies (Medfly), such as colony purity maintenance, colony eggging, larvae collection, egg seeding, fluorescent dying and packing pupae, diet preparation, pupae sifting and diet disposal, collection and storage, for the control and/or eradication of new introductions of pest infestations.
17	Place, service, monitor, and collect various exotic insect detection traps includes sampling of host eggs to determine presence of a population and submit insect samples to the Plant Pest Diagnostic Center for identification.
18	Maintain, clean, and store field equipment properly including tools and vehicles, keeping them in serviceable condition, maintain equipment inventories, and scheduling service and service records.
19	Design, develop and setup of rearing cages to provide an environment that mimics the natural habitat for the species being reared in order to achieve the maximum number of biological agents as well as maintaining the genetic purity of the strain.
20	Collect and store biological control agents until optimal release time has been established. Collection techniques must not damage the organisms and the storage environment must not stress the organisms so that the most robust biological control agents are released.
21	Provide technical assistance to senior staff on the production of the Glassy Winged Sharpshooter biological control agents in order to determine production priority and to improve production system that would maximize the production potential. This includes compiling the results of the quality control tests, interpretation of data, set up laboratory and field experiments, and record observations.

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22	Collect and maintain the recovery data from release sites in a timely and accurate manner in order to determine field performance of the biological control agents.
23	Act as back up, in the absence of supervision, to lead staff in the daily production process, detection and treatment activities or other situations in the workplace providing information, instruction both verbal and written and/or guidance in the performance of job related tasks.
24	Disseminate information, changes/improvements, etc., to seasonal and lower level staff to ensure the effective and consistent operation of the program by using effective verbal and written communication skills, weekly meetings, etc.
25	Prepare adult insect diet by measuring, mixing and cooking ingredients in large steam kettles and pouring prepared diet into trays and stacking trays to cool by following established procedures.
26	Retrieve pupae shipments from U.S. Customs and cargo facilities by presenting appropriate documents and identification and then transporting them to the rearing facility for processing.
27	Prepare pupae for incubation by following the proper procedures by verifying proper irradiation, removing and scooping pupae using measuring cups, pouring measured pupae into eclosion trays, stacking the trays into towers and transporting eclosion towers to eclosion rooms. Placing diet material onto each tray.
28	Document on eclosion towers using dry erase markers origin of pupae, number of tower, date pupae was prepared and planned release date.
29	Preparing incubation and release trailers for reuse by restocking incubation equipment and supplies includes removing all air circulators, humidifiers, dehumidifiers, thermographs, Hobo data loggers after each trailer is emptied and prepared for reuse.
30	Assist senior staff with implementation of scientific and administrative procedures to maintain a safe and high-performance work environment at various facilities.
31	Collect the Glassy Winged Sharp shooter (GWSS) eggs from field survey samples by using sampling protocols and maintains the records on the occurrence of the GWSS egg at the field sites.
32	Identify the biological control agent recovered from field collected GWSS eggs during postrelease survey and maintains voucher specimens in order to allow further molecular analysis.
33	Provide supervisor with feedback and technical input on subordinate staff to assist with performance appraisals.