



## **MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT**

### **JOB DESCRIPTION**

Job Title: **Laboratory Assistant (Seasonal)**  
Reports to: Scientific Programs Manager  
Lead Biologist

Date: January 1, 2006  
Revised: Feb. 2018

---

#### **SUMMARY**

Under the direction of the Scientific Programs Manager (SPM) and Lead Biologist (LB), the Laboratory Assistant (LA) supports the daily workings of the laboratory by carrying out all tasks assigned by the SPM and LB.

The LA may participate in various fieldwork activities and research projects as assigned by the SPM and LB. This laboratory and fieldwork supports the primary objectives of the District in its efforts to control disease-carrying vectors and minimize their potential threat to public health and comfort. This is a full-time seasonal position, not to exceed 1,500 hours per calendar year.

#### **ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

Include but are not limited to:

- Maintenance and care of sentinel chicken flocks.
- Field collection of mosquitoes and trap placement.
- May assist in larval and adult mosquito identification.
- Collection of ticks and other vectors in the field.
- May assist in maintenance of the District's insectary and mosquito colonies.
- Participate in the field collection of wild birds submitted by the public via the California Department of Public Health dead bird program.
- Process various biological specimens (tissues, blood, whole carcasses, etc.) to be tested at the District laboratory or sent to diagnostic laboratories for evaluation of disease pathogens in vectors.
- Maintain the laboratory in a clean and efficient manner.

#### **WORK HOURS**

- 40 hour workweek, Monday – Friday, 7:00 a.m. – 3:30 p.m. (Hours may vary according to daily work schedule.)
- Overtime work may be required.

#### **SALARY AND EMPLOYMENT CONDITIONS**

- Hourly wage based on years of service with a starting salary of \$16.00 per/hour not to exceed \$20.00 per/hour.
- Pay periods are semi-monthly.
- Benefits will be in accordance with applicable state and federal laws, i.e., Federal Medicare, Unemployment Insurance and Social Security.
- Overtime pay for hours worked in excess of 40 (forty) hours will be compensated at a rate not less than one and one half times the regular pay rate. (FLSA non-exempt).
- As required by California law the District will grant the appropriate amount of sick leave per hours worked (up to 3 days per year of employment). The paid sick leave does not have cash value and therefore cannot be paid out. The LA will not accrue vacation hours.

- The LA will be entitled up to three (4) paid holidays (Cesar Chavez Day, Memorial Day, July 4<sup>th</sup> and Labor Day). The LA earns a paid holiday only when the holiday (actual or observed) falls on the LA's regularly scheduled workday.

### **EMPLOYMENT STANDARDS**

To be successful in this position, the individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this position.

- An interest in aquatic biology, ecology and/or public health is encouraged. Completion of at least one college level biology course and one general chemistry course is recommended, but not required.
- Ability to understand and adhere to biosafety procedures as well as observing universal precautions both in the laboratory and the field.
- Proficiency in English comprehension and writing.
- Ability to communicate well verbally and in writing with co-workers and supervisors.
- Ability and willingness to follow directions and to organize time and workload efficiently.
- Good public relations skills are essential.
- Ability to use a computer. Retrieve and correctly input records and other data to the District's database system.
- Experience in caring for and handling poultry is beneficial.

### **EDUCATION**

- High School Diploma or equivalent.

### **DRIVER'S LICENSE**

- Valid California Driver's License.
- Must be insurable under the guidelines set by the District's insurance carrier.

### **PHYSICAL DEMANDS/ESSENTIAL FUNCTIONS**

- Ability to pass the pre-employment physical and drug test.
- Ability to frequently\* work outdoors in all types of adverse weather conditions, including high temperatures and around foul water sources (wastewater, stagnant ponds, etc.)
- Ability to demonstrate adequate visual depth perception and color vision and possess a minimum of single ear aided hearing.
- Ability to regularly\* work at both dissecting and compound microscopes.
- Ability to occasionally\* traverse rough, sloping or uneven ground such as fields, dirt banks, stream beds, and shallow ponds.
- Tetanus vaccination is required upon employment.
- Ability to periodically\* lift up to 50 pounds.
- Ability to regularly\* bend, twist crawl, balance, lift, push, perform simple grasping, power grip, squat/crouch, kneel, reach, climb, pull and smell.
- Must be able to swim.
- Ability to occasionally\* walk in 2-3 feet of water, climb in and out of a vehicle, and walk up and down steep creek embankments.
- Ability to demonstrate physical stamina sufficient to frequently\* operate a motor vehicle and comply with insurance requirements.

- Ability to demonstrate adequate coordination of eye/hand/foot; use fine manipulation by hand, use of tools, instruments and other objects
- Ability to regularly,\* walk, stand for extended periods of time and sit for extended periods of time
- Ability to wear protective equipment such as hip waders, bee suits and rubber boots, as needed
- Ability to work alone at times and/or without direct supervision
- Ability to tolerate insect bites and bee stings
- Ability to periodically\* climb ladders or other objects
- Ability to perform repetitive motion associated with computer usage

#### **ENVIRONMENTAL CONDITIONS**

This position includes work in all types of weather and within and around various types of aquatic habitats, including polluted water bodies. Incumbents will be exposed to hazards which include insect bites, chemicals, fumes, dust, hazardous control materials, venomous insects, vectors and vector-borne diseases, rough terrain, inclement weather conditions, vicious animals, and poisonous plants and animals.

- \* Periodically – Activity or condition exists up to 25 percent of the time
- Occasionally – Activity or condition exists from 25 to 50 percent of the time
- Regularly – Activity or condition exists from 50 to 75 percent of the time
- Frequently – Activity or condition exists 75 percent or more of the time

*This job description does not imply any written or verbal contract and is for management communication purposes only. The District reserves the right to change this job and its related responsibilities as business needs require.*