



LABORATORY ASSISTANT

DEFINITION

Under the general direction of the Director of Scientific Technical Services and in collaboration with the Vector Ecologist, Assistant Vector Ecologist, Biologist, and/or Assistant Biologist provides assistance in the collection, analysis, and recording of vector-related field and laboratory data that are associated with the District's scientific/technical programs and services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Director and works directly with Vector Ecologist, Assistant Vector Ecologist, Biologist, and/or Assistant Biologist. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

The Laboratory Assistant works in conjunction with and often independent of the District Vector Ecologist, Assistant Vector Ecologist, Biologist, and/or Assistant Biologist to conduct a variety of generally routine laboratory and field assignments in collecting and recording a variety of data that are of biological, entomological, ichthyological, and/or microbiological factors associated with public health vectors.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Collects or assists in collecting and identifying larval and adult mosquitoes and other insects using a variety of trapping techniques. Assists with all aspects of vector surveillance, monitoring, and identification, as directed.
2. Performs or assists in performing disease surveillance and other insect or animal surveillance protocol as required.
3. Helps monitor and evaluate efficacy of field applications of pesticides.
4. Helps maintain field, laboratory, and insectary equipment.
5. Records data associated with field, laboratory, and insectary activities.

6. Performs or assists in performing data entry and retrieval using a MS Windows® –based PC system, and other software platforms.
7. Cares for and maintains live organisms as required.
8. Assists in the collection, maintenance, and distribution of mosquito fish.
9. Incumbent is required to handle and come in contact with toxic and hazardous substances and a variety of organisms.
10. Available to be on-call for evening and weekend routine work or emergencies, as assigned.
11. Work when necessary, in inclement weather with effective protection from sun, cold, and rain; and
12. Perform other related tasks and duties, as assigned.

QUALIFICATIONS

Knowledge of:

- Fundamentals of life science/biology.
- Scientific data and record keeping.
- Fundamental mathematics and algebra.
- Correct English usage, spelling, grammar, and punctuation.
- Basic use and operation of a MS Windows®-based PC System and MS Office® software.

Ability to:

- Speak clearly and effectively in English.
- Write legibly and effectively in English and keep detailed records.
- Enter and retrieve data using a MS Windows®-based PC system.
- Interpret and apply laws, policies and rules.
- Work independently within established departmental procedures, exercising sound judgment
- Understand and carry-out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Work cooperatively with others.
- Lift objects weighing up to 50 pounds.
- Assist in lifting objects weighing in excess of 50 pounds.
- Operate a motor vehicle in a safe and legal manner.
- Use power and manual tools, safely and properly.

Education and Experience:

Any combination of training, education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: High School Diploma or GED. College coursework in biology, entomology, ecology, fisheries, or related field is desirable.

Experience: Experience in entomology, fisheries, mosquito/vector control, or public health-related work.

Licenses and Certifications:

Possession of, or ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within two years of appointment and maintained throughout employment with the District.

A valid Class C or Class 3 California State driver's license issued from the California Department of Motor Vehicles with two points or less and no major violations. Must be maintained throughout employment with the District.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Incumbent in this class performs work which may involve frequent lifting, pushing, and/or pulling of objects of weighing up to 50 pounds. Heavier lifting with assistance is an infrequent aspect of this class.
- Incumbent must have complete and normal mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Able to stand, stoop, reach, bend, and to walk on uneven terrain, such as field, dirt banks, natural and improved stream, river, or drainage beds, and shallow ponds.
- Must be sighted in both eyes with the ability to demonstrate depth perception and color perception.
- Have a minimum of single ear aided hearing.
- Incumbent will be traversing uneven ground, field, dirt banks, natural or improved stream or riverbeds, and shallow ponds.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is required to work outdoors where weather conditions can be harsh and noise level can be high at times. Must possess the mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to operate varied manual and power tools, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment.

Positions in this class perform analytical work, which involves the ability to think, reason, analyze, and draw conclusions.

Employees must wear and use the proper Personal Protective Equipment (PPE).