
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Job Description - Lab Assistant (Seasonal)

POLICY NUMBER: 6160

6160.1 Nature of Work

6160.1.1 Under the general direction of the District Manager and direct supervision of the Entomologist II or Entomologist I / Biologist I, if an Entomologist II is not employed, the Lab Assistant, assists with vector surveillance, insect identification, pesticide efficacy trials, resistance studies, vector-borne disease surveillance, lab and surveillance equipment preparation and maintenance, tabulates data, and/or any other specialized function of a vector control agency and performs work as required.

6160.2 Illustrative Tasks

6160.2.1 Assists with studies and surveys of mosquito sources, vector populations ecology and species distribution; assists with surveillance collections, identifies, records, and evaluates findings; assists with biological and chemical laboratory work; assists with the vector-borne disease surveillance programs; assists with the preparation of reports, including maps, graphs, and analysis for program evaluation and development.

6160.2.2 Assists with the evaluations of pesticides used in mosquito and vector control; compares efficacy of materials in both the lab and in the field.

6160.2.3 Performs general insect/arthropod/arachnid identification for members of the public and staff; provides educational material to members of the public to assist in the reduction of a pest and/or nuisance.

6160.2.4 Keeps informed of current developments in vector control, reads professional literature, and participates in professional associations; works with the California Department of Public Health and universities if needed and/or requested.

6160.2.5 Monitors and proposes laboratory expenditures for consideration by the District Manager.

6160.2.6 Provide recommendations if needed, for the Entomologist II regarding maintenance and improvement of laboratory facility and equipment.

6160.2.7 Assists with studies to enhance the District's Integrated Vector Management Program.

6160.2.8 Assists with the organization and coordination of mosquito, yellowjacket, ticks, and mosquito-borne disease surveillance programs/equipment.

6160.2.9 Must maintain a safe and clean work environment in the lab.

6160.2.10 Performs related work and other assigned tasks/assignments as directed by management in a timely and efficient manner.

6160.3 Secondary Illustrative Tasks

6160.3.1 Due to work volume, financial and staffing constraints, and other unknown and/or unanticipated conditions, at times, this position may be assigned other tasks, including field surveillance and control operations; clerical and/or office operations; mechanical and maintenance operations; public education and outreach operations; and other operations as needed, requested, and/or required.

6160.4 Knowledge, Abilities, and Skills

6160.4.1 Knowledge of the duties and responsibilities of the Butte County Mosquito and Vector Control District.

6160.4.2 Knowledge of general biology and/or entomology.

6160.4.3 Knowledge of general safe work practices.

6160.4.4 Working knowledge of computers and computer applications.

6160.4.5 Knowledge of the hazards and safety precautions of the work.

6160.4.6 Ability to identify insects and insects of medical importance and arthropods/arachnids of medical importance.

6160.4.7 Ability to establish and maintain effective working relationships with other employees, management, other agencies, businesses, and the public.

6160.4.8 Ability to keep records and make reports; ability to make arithmetical computations accurately.

6160.4.9 Ability to understand, follow, and transmit oral and written instructions.

6160.4.10 Ability to learn to operate an ATV, tractor, mowers, and similar equipment.

6160.4.11 Ability to work out-of-doors and occasionally under adverse weather and public health conditions.

6160.4.12 Must be able to hear, read, speak and understand English and be able to communicate effectively both orally and by writing letters and reports regarding the District's control program.

6160.4.13 Ability to learn pesticide safety and handling.

6160.4.14 Knowledge of federal, state, and local laws and regulations pertaining to driving.

6160.5 Working Conditions

6160.5.1 The Lab Assistant may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. The Lab Assistant must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

6160.6 General Requirements

- 6160.6.1** A Lab Assistant is required to be 18 years of age or older.
- 6160.6.2** Possess and retain during the course of employment a valid California Driver's license, and have and maintain a safe driving record as required by the District's insurance carrier.
- 6160.6.3** Possession of valid certificates from the California Department of Public Health's certified technician in Mosquito and Vector Control categories A, B, C, and D, is preferable.
- 6160.6.4** Be able to provide clear verbal communication and be able to hear, read, understand and speak English.
- 6160.6.5** Be able to read and comprehend written instructions, including detailed technical instructions for repair, calibration, and operation of mechanical and electrical equipment, all spray equipment and safe handling instructions on pesticide labels.
- 6160.6.6** Be able to work safely with power and hand tools and is required, at all times, to wear any protective clothing and gear necessary for safe handling of those tools.
- 6160.6.7** Be willing to learn new and different skills and abilities as required by the District. A Lab Assistant may be assigned other tasks, as required by changing District programs and needs, and must be willing to take on new challenges as necessary.
- 6160.6.8** Not obtain outside employment, if in the District Manager's judgment it will conflict with the District program, or reduce the Lab Assistant's ability to satisfactorily perform required duties.

6160.7 Physical Requirements

- 6160.7.1** Employees are responsible for maintaining their physical condition in a state that will allow them to be able to perform the duties of their position and to be in a physical condition that does not increase the danger or likelihood of injury on the job.
- 6160.7.2 Body Movements:** Must have full mobility and use of both arms. Must have the ability for full extension above the head to lift or remove equipment during normal daily activity. Must have full range of motion to climb and hike into surveillance and treatment areas that may include use of hands, legs and feet. Must have full mobility to assist in surveillance and control programs which involves climbing up and down steep brushy, muddy terrain to survey, abate vectors, to place traps and use other equipment in mosquito, yellow jacket, and tick habitat. Must have the ability and range of flexibility to reach over the head, reach below the knees and to bend over, stoop, or squat down. Must be able to move quickly in fieldwork areas known to be inhabited with venomous snakes, or other potentially dangerous vectors and animals. Must be able to swim and/or tread water.
- 6160.7.3 Constant:** Activity or condition existing 2/3 or more of the time. Must be able to conduct field operations, to carry equipment weighing up to 50 pounds. Be able to inspect and treat vector breeding sources and test control measures by climbing or hiking into areas to locate and spray breeding areas. Have mobility of arms to reach and legs to walk and dexterity of hands and fingers to grasp and manipulate small objects. Must be able to work in weather ranging from below freezing to above 100° Fahrenheit while wearing the appropriate personal protection equipment for eye protection, hearing protection and respirator if required.
- 6160.7.4 Frequently:** Activity or condition existing from 1/3 to 2/3 of the time. Lifts, carries and uses equipment and supplies weighing up to 50 pounds. Standing and sitting for extended periods while running laboratory tests, record review, and performing office duties. The position requires the

frequent operation of a computer keyboard ranging in length from short to extended periods of time. Be able to operate a motor vehicle with a standard and automatic transmission.

6160.7.5 Occasionally: Activity or condition existing up to 1/3 of the time. Requires being able to climb over or through fences, climb ladders, squat, bend over and lift equipment up to 25 pounds above the head. Be able to climb and hike areas to survey and treat vector habitat or test control materials in rice fields, pastures, wetlands, flood control channels, urban environments and similar areas with rough terrain. Must be able to ride a bicycle.

6160.7.6 Vision: The position requires adequate vision (which may be corrected) to read, write, drive during the day and at night and safely perform the essential functions of the job under the conditions listed above.

6160.8 Post Offer Requirements

6160.8.1 Qualifying person must pass a post-offer physical examination for his or her ability to perform the essential functions of the job and a drug screen at District expense.

6160.9 Other Information

6160.9.1 Anyone employed as Lab Assistant at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

6160.9.2 The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.