



## Laboratory Technician Job Description

### **Nature of Work**

Under the direction of the Laboratory Director and direct supervision of the Vector Ecologist or Biologist, individual is responsible for performing a variety of laboratory and field services within the vector-borne disease surveillance programs of the Laboratory department for the Sacramento-Yolo Mosquito and Vector Control District.

### **Illustrative Tasks**

*The following tasks are typical and may vary depending upon the assignment. These are not to be construed as exclusive or all inclusive. Other tasks within the scope of experience and capability may be required and assigned.*

Inspects, services, and prepares supplies, laboratory equipment, instruments, and surveillance devices to collect vectors or other samples; maintains an inventory of laboratory supplies and equipment; purchases laboratory supplies and equipment as directed.

Deploys and retrieves surveillance devices, instruments, or equipment to collect, sample, and monitor or assess vectors and vector-borne diseases.

Sorts and identifies vector samples from surveillance devices; accurately records samples and updates surveillance databases.

Collects dead bird specimens for testing when submitted by the public.

Performs routine care, feeding and maintenance of sentinel animals; extracts blood samples from sentinel animals for baseline and regularly scheduled testing.

Assists in the routine care and maintenance of the District insectary for mosquito, or other vector rearing and related activities.

Produces a variety of reports and correspondence using word processing, database, spreadsheet, and map based applications, and other District software as required.

Keeps informed of current developments in vector control and vector surveillance, as well as biological, environmental and regulatory changes to maintain skill levels. Assists higher level laboratory or field personnel conducting studies and surveys; collects, identifies, and records data; may perform related biological and chemical field and laboratory work.

Assists with the preparation of and conducts presentations for schools, community groups and professional organizations on topics such as, but not limited to, vector ecology, pesticide resistance, and best practices in integrated pest management; may prepare educational materials for the Public Information department.

May be required to work overtime hours, weekends and holidays.

May be exposed to infectious diseases associated with mosquitoes and other vectors.

## **Minimum Qualifications**

### Education and Experience:

- Bachelor's degree from an accredited college or university in Biological Science or a closely related field;
- OR
- An Associate's degree from an accredited college or university in Biological Science or a closely related field, and five (5) years of experience as a Field Technician or equivalent.

### Licenses or Certifications:

- Possession of a valid California Department of Public Health Certification in Mosquito Control categories A, B, C, and D; or, must be obtained within two (2) years of employment and maintained throughout employment;
- Possession of a valid California drivers' license; must be insurable with the District self-insurance program; must maintain valid license and insurability throughout employment.

## **Knowledge and Abilities**

*The following are examples of attributes and competencies which can be gained and demonstrated through experience, education and training, and are necessary to successfully perform the tasks and duties listed within the Illustrative Tasks section of this description.*

### Knowledge of:

- General knowledge of basic biology, laboratory standards and procedures, and vectors of public health importance;
- Correct Business English, good grammar, punctuation, and spelling;
- Basic arithmetic including addition, subtraction, multiplication and division;
- Operation of computer software applications, databases, spreadsheets, word processing, e-mail and internet;
- Duties, responsibilities, and Mosquito Reducing Best Management Practices of SYMVCD

### Ability to:

- Identify immature and adult mosquitoes and other vectors species that occur in the District;
- Handle, care for, and draw blood samples from sentinel animals;
- Inspect, service and prepare supplies, laboratory equipment, instruments, and surveillance devices in a safe and efficient manner;
- Accurately and timely record and enter information into databases and other record keeping software programs; proofread and review work for accuracy and completeness;
- Effectively communicate both orally and in writing with the public, government agencies, and coworkers in a tactful and courteous manner;
- Establish and maintain effective working relationships with other employees and the public; must maintain composure and professionalism in adverse situations;
- Make accurate arithmetical computations;
- Accept and follow through on oral and written instructions from persons working at a higher level;
- Read and understand District policies, personnel manual, and other standard operating guidelines; read, interpret, and apply relevant laws, rules, and regulations.

## Physical Demands and Working Conditions

The position of Laboratory Technician will require work which is varied in nature, including indoor office work and outdoor physical work. Outdoor physical work includes, but is not limited to, regular field work traversing uneven ground such as fields, dirt banks, stream banks, rice fields, and shallow ponds. Incumbent may be exposed to pesticides, chemicals, diseases, and other health hazards; inclement weather conditions including extreme heat and cold, and/or verbal confrontations from members of the public. The incumbent may be required to work non-standard work schedule including evenings, weekends, and holidays. Incumbent will be expected to perform overtime or maintain a flexible work schedule during times when mosquitoes are most active.

The Laboratory Technician will need to be able to perform the following essential duties and functions of the position; regularly sitting at desk or microscope for long periods of time; occasionally reaching and twisting to reach equipment surrounding desk or microscope; occasionally walking, standing, bending at the knees and waist, stooping, and squatting; ability to periodically lie in a prone position and climb ladders; ability to periodically wear a respirator or other safety related equipment; periodically pushing, pulling or lifting up to fifty (50) pounds; periodically assist in lifting objects in excess of 60 pounds; ability to read (with corrective vision if necessary); constant use of overall vision; regular computer or microscope use; regular color and depth vision; regular repetitive motion associated with machinery operation, microscope and computer usage; regular writing and typing; regular operation of office equipment, computers and clerical supplies; regularly manipulate and operate small parts and tools; regular hearing and talking in person and on the phone; regular public and/or coworker contact; ability to use fine and gross motor coordination for driving both standard and automatic transmissions, ATV's, and District equipment.

Periodically = Activity or condition exists less than 25% of the time  
Occasionally = Activity or condition exists 25-50% of the time  
Regularly = Activity or condition exists 50-75% of the time  
Frequently = Activity or condition exists more than 75% of the time

Information Block	
FLSA Status:	Non-Exempt
Established:	
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