



## CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle  
Concord, CA 94520  
(925) 685-9301  
fax (925) 685-0266

[www.contracostamosquito.com](http://www.contracostamosquito.com)

**Job Title:** Laboratory Aide (Seasonal)

**Salary Range:** \$20.00 – \$25.00

**Department:** Scientific and Technical

**FLSA Employment Status:** Non-exempt

---

### ESSENTIAL FUNCTIONS

Under the supervision of the Scientific Programs Manager, assists with field surveys for vectors and vector-borne diseases; assists with care/maintenance of sentinel chicken flocks; records data and performs routine data entry; assists with laboratory assays and applied research projects; keeps laboratory and lab equipment clean and organized; assists with repair and maintenance of field surveillance equipment, but may include other work needed by the District.

---

### DISTINGUISHING CHARACTERISTICS

This position is responsible for daily assistance with the District's field surveillance and laboratory programs and for recording and entering surveillance data.

---

### PRIMARY DUTIES

Vector Surveillance: Assists with mosquito and arbovirus surveillance programs and special projects, including but not limited to: field collection of mosquitoes and trap placement, adult and larval mosquito sample identification, and field collection of bird carcasses for virus testing. Records surveillance data and performs routine data entry. Assists with care of sentinel chicken flocks including feeding, watering, cleaning, and coop construction/repair. Performs routine repairs on field sampling equipment. Assists with periodic special projects for surveillance and investigation of vector-borne diseases. Interact with community members in Contra Costa County.

Laboratory: Keeps laboratory, equipment and vehicle clean and organized, assists with mosquito colony maintenance as needed, assists with identifying mosquitoes to species as needed, alerts Scientific Programs Manager of supply needs.

Research: Provides field assistance with applied research projects.

---

### **Knowledge of the following is required to perform the essential function:**

Must have basic knowledge of general biology, insect identification, biosafety principles, and data entry in Windows applications.

**Job Title:** Laboratory Aide (Seasonal)  
**Department:** Scientific and Technical  
**FLSA Employment Status:** Non-exempt

**Ability to do the following is required to perform the essential function:**

Accurately record scientific data, prepare and maintain accurate records, follow directions, organize time and workload efficiently, communicate clearly and effectively, both verbally and in writing, collaborate effectively with others, work alone outdoors in field situations, safely operate a motor vehicle on and off-road, periodically lift objects weighing up to 50 pounds. Follows District safety procedures and other regulatory requirements when using District equipment.

---

**QUALIFYING TRAINING AND EXPERIENCE**

A combination of training and experience which demonstrates that a person has obtained the required knowledge and skills and is able to perform the required work (with reasonable accommodation, if needed). Successful completion of a pre-employment physical examination will be required. A person with the following combined training and experience would typically qualify to compete in a selection process:

**EXPERIENCE:** One (1) year of experience working in a college, university, public agency or industry related to biology or closely related field.

**EDUCATION:** High school diploma or GED. A certificate or Associates degree in Biology, Entomology or a related field is preferred. One (1) year of relevant full or part-time paid experience in a biology-related field can be substituted for the education.

---

**REQUIRED LICENSES CERTIFICATION AND REGISTRATIONS**

Must have a valid California driver's license with good driving record and maintain a good driving record as required for insurability with the District's insurance provider using the accepted guidelines of the insurance provided.

---

**Employment Conditions:**

Fair Labor Standards Act Overtime: Non-exempt, receives overtime compensation  
Appointment and Removal Authority: General Manager