



# Lab Coordinator – Mosquito Abatement

## Job Description

Department: Health  
Position: Career Service  
Grade: 723  
Supervisory: Lead  
Reports to: Division Director – Mosquito Abatement

### Summary

Under general guidance and direction of the Division Director – Mosquito Abatement, provides hands-on operational leadership for mosquito surveillance, laboratory testing, and data management. Serves as the Subject Matter Expert (SME) and applies Integrated Mosquito Management (IMM) principles to ensure surveillance data effectively guides mosquito control strategies and public health responses. Responsible for the execution, quality, and safety of lab-based abatement activities, ensuring the accuracy, integrity, and timeliness of laboratory results to directly influence operational decisions and disease response initiatives.

### Essential Functions

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Plan, coordinate, and oversee mosquito surveillance activities, including trap placement, collection schedules, and specimen handling; design and adjust trapping routes to maximize surveillance efficiency.
2. Lead daily laboratory workflows for mosquito identification, pathogen testing, including Ribonucleic Acid (RNA) extraction and Polymerase Chain Reaction (PCR) analysis, pooling, testing, and documentation; assign tasks to seasonal employees, adjusting priorities based on sample volume, disease risk, staffing capacity, and reporting deadlines.
3. Conduct advanced molecular testing and arbovirus screening using quantitative real-time PCR and other established protocols; validate results to ensure data accuracy.
4. Perform hands-on laboratory and surveillance work alongside seasonal employees to provide technical modeling and ensure operational efficiency.
5. Maintain laboratory equipment, supplies, inventories, and maintenance schedules; ensure proper function of sensitive laboratory instruments.
6. Ensure data integrity and safety compliance by overseeing chain-of-custody procedures, quality control, safety practices, and adherence to documentation standards.

### For Office Use Only

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Job Title: Lab Coordinator – Mosquito Abatement

FLSA: Non-Exempt

Effective Date: 6/6/2026

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

7. Validate, analyze, and interpret mosquito surveillance findings, emergency trends, and potential public health risks; prepare technical reports to the Division Director - Mosquito Abatement and other Coordinators; present data and pathogen testing results as needed.
8. Integrate laboratory and surveillance data with Geographic Information System (GIS) tools and mapping platforms to visual disease risk and vector hot spots.
9. Train and coach seasonal employees in laboratory techniques, mosquito identification, safety practices, and standard operating procedures; provide ongoing performance feedback and quality oversight.
10. Support cross-lane operations by assisting Field and Aerial employees with ground-based spraying, aerial operation, larval inspections, trap placement, mosquito identification (qPCR testing), and emergency response efforts related to mosquito-borne disease.
11. Assist with public notification and communication related to mosquito surveillance, laboratory findings, and control activities, including treatment operations, and respond to public questions or concerns as needed.
12. Coordinate and collaborate with external partners and stakeholders to support Integrated Mosquito Management (IMM) through mosquito surveillance, treatment operations, logistical coordination, public outreach, education, and program communication.
13. Support and assist with the seasonal employee lifecycle, including participation in interviewing and selection, onboarding, training, daily coaching, reinforcement of professional standards, and providing performance input and feedback to program leadership for evaluations.
14. Coordinate daily activities of seasonal employees in a designated area to maintain safety standards, work quality, and alignment with program priorities, under the guidance of the Division Director - Mosquito Abatement.
15. Participate in program evaluation and continuous improvement efforts to support advancement of IMM strategies.
16. Maintain availability and respond to work-related communications using assigned County and approved communication devices to support program operations and emergency response during work hours and peak operational mosquito season as required.
17. Utilize Artificial Intelligence (AI) tools as directed by Utah County Policy and with approval from Department Head.

### **Knowledge, Skills, and Abilities**

- Knowledge of mosquito biology, ecology, species identification, and the transmission cycles of vector-borne pathogens
- Knowledge of laboratory testing workflows, Good Laboratory Practices (GLP), quality control, documentation standards, and molecular biology techniques, including extraction, preservations, and amplification of genetic material
- Knowledge of basic lab principles, methods, and tools used in scientific research, investigation, data analysis, and report preparation

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- Knowledge of laboratory mathematics and chemical principles, including experimental design, solution preparation, and concentration calculations
- Knowledge of data management principles and GIS-supported surveillance
- Knowledge of IMM principles, public health surveillance frameworks, and scientific research methods
- Skilled in coordinating laboratory operations and workflows under time-sensitive conditions
- Skilled in training, mentoring, and leading seasonal employees
- Skilled in operation of computer software applications, databases, spreadsheets, and word processing
- Ability to identify errors, trends, and inconsistencies in surveillance data
- Ability to communicate effectively verbally and in writing with staff, leadership, and partner agencies
- Ability to safely handle and identify potential hazardous materials, including pesticides and laboratory chemicals
- Ability to effectively inspect, service, and repair surveillance equipment while adhering to safety protocols
- Ability to develop and maintain cooperative working relationships with the public and with those contacted during the course of working activities

### **Supervisory Responsibility**

This position provides oversight and operational guidance to seasonal employees and serves as a coach and mentor to staff in other positions within the department.

### **Work Environment**

Work is performed in an office or environmentally controlled setting and requires regular field work, particularly during peak seasonal mosquito control operations, which includes sustained periods outdoors involving exposure to hot, cold, or inclement weather and varying environmental conditions. The incumbent handles hazardous chemicals and pesticides that may cause severe injury or death if mishandled, requiring strict adherence to safety procedures and the use of Personal Protective Equipment (PPE). Work may expose the incumbent to contagious or infectious diseases and high-stress situations, including contact with the public in confrontational, emotionally charged, or uncomfortable circumstances. The incumbent is required to operate Utah County-owned vehicles while conducting County business and must comply with the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools, and controls, and reach with hands and arms. This employee is frequently required to sit at a desk, stand, walk, or stoop. The employee is required to periodically wear a respirator or other safety related equipment. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus when working with field environments, laboratory equipment, computers, and operational tools. The employee regularly works for sustained periods of time maintaining concentrated attention to detail. The employee is frequently required to lift or otherwise move laboratory supplies weighing up to forty (40) pounds. The employee regularly drives a motor vehicle.

**Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evenings, weekends, holidays, and overtime work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Bachelor’s degree in Biological Sciences, Entomology, Public Health, Laboratory Science, or a closely related field.

**OR**

1. High School Diploma or equivalent.
2. Four (4) years of progressively responsible experience in laboratory, surveillance, or closely related field.

**Additional Eligibility Qualifications**

1. Selected applicants must obtain a Non-Commercial Pesticide Applicator License in the area of Public Health through the State of Utah during the probationary period for new hires or trial period for promoted County employees and must maintain licenses and certifications during employment.
2. Incumbents must obtain and maintain certifications and licenses required to perform assigned mosquito control, surveillance, or operational duties, including completing all ongoing continuing education requirements for license/certification renewal.
3. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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5. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status, or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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