

Job Title: Integrated Pest Management Coordinator Non-Exempt

Reports to: Director of Support Services

Dept./School: Support Services

Primary Purpose:

Responsible for the district integrated pest control management program. Oversee and apply pesticides and herbicides according to the district pest management policy.

Qualifications:

Education/Licenses/Certification:

High school diploma or GED

Valid certification as a noncommercial applicator granted by the Texas Structural Pest Control Board (TSPCB) or ability to obtain IPM license within six months

Special Knowledge/Skills:

Knowledge of methods and materials for pest control and TSPCB regulations

Ability to implement policy and procedures and work with critical deadlines due to school operations

Valid Texas driver's license with record of safe driving

Effective written and verbal communication skills

Computer skills

Capability of handling responsibility in job assignments and in complying with district policies and procedures

Ability to operate vehicle

Ability to operate pesticide application equipment

Alternatives to the above qualifications which the administration may find appropriate and acceptable

Minimum Experience:

5 years as certified applicator

Major Responsibilities and Duties:

Structural Pest Control

1. Implement the district integrated pest control program for the use of pesticides, herbicides, and other chemical agents to control pests, rodents, insects, and weeds at district buildings and facilities.
2. Approve use of controlled pesticides according to TSPCB requirements and maintain related documents.
3. Maintain a prioritized list of needed structural and landscape improvements.
4. Ensure that all pesticides used on district property comply with district policy and TSPCB requirements.
5. Maintain physical and computerized files required, including records of complaints, pesticide application records, pesticide labels, and Material Safety Data Sheets.
6. Participate in required TSPCB integrated pest management training courses.
7. Label and secure pesticides.
8. Maintain inventory of chemicals, supplies, and equipment and order additional supplies as needed.

Communication

9. Handle requests and inquiries relating to pest problems from staff, students, parents, and the public.
10. Communicate with district administrators and staff about integrated pest management, including training, notice and posting, sanitation, and pesticide storage.
11. Post appropriate notice in district facilities prior to planned pesticide treatment according to TSPCB requirements.

Safety

12. Ensure that all school employees who perform pest control have the necessary training and utilize appropriate personal protective equipment.
13. Operate tools and equipment according to prescribed safety procedures.

14. Inspect tools and equipment for safety and efficiency and perform preventive maintenance as needed.
15. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
16. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
17. Help keep vehicle, equipment, and tools in safe operating condition.

Equipment Used:

Power and hand-held sprayer application equipment, hand and power tools.
Light truck or van

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent walking, twisting, reaching, bending, climbing, kneeling, moderate lifting and carrying, crawling in tight spaces. Work outside and inside. Exposure to dampness and humidity, toxic chemicals, and noxious odors. Occasional prolonged or irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____

Date: _____