

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR I - IPM COORDINATOR MAINTENANCE DIVISION

GENERAL STATEMENT OF WORK

Under limited supervision, performs supervisory and administrative work, coordinating an Integrated Pest Management Program for Guilford County Schools. Position is responsible for determining and evaluating potential health threats or hazards due to pest infestations for all employees, students, and visitors. Employee is also responsible for inspecting facilities to ensure that all necessary problems have been identified and appropriate actions are taken. Employee must exercise considerable independent judgment and initiative to perform and complete necessary job functions. Employee must also exercise considerable tact and courtesy in frequent contact with school officials, District staff, and the general public. Employee reports to the Director of Maintenance.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Monitors and evaluates potential Health hazards due to pest infestation for schools system employees, students and visitors.

Develops and coordinates a system wide Integrated Pest Management program that insures compliance with all federal, state and local statutes, rules and guidelines.

Acts as District contact if the Integrated Pest Management effort is contracted to local vendors.

Coordinates with all school district departments, health department and school administrators to ensure that all IPM policies and procedures are followed.

Plans and implements IPM training for district staff, students and parents.

Serves as the primary contact for the **outsourced** pest control professional and communicates any pest problems.

Assures that pest management practices carried out by **outsourced** pest management professional are consistent with the IPM policy.

Ensures that all pesticides used on school district property are in compliance with the school district's policies and keep current pesticide labels and Material Safety Data Sheets.

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Maintaining a prioritized list of needed structural and landscape improvements.

Informing school district administrators and other personnel about IPM requirements (i.e. training requirements, pre-notification and posting requirements, sanitation and pesticide storage).

Maintains or causes to be maintained records of all pest sightings by school staff and students.

Handling requests and inquiries relating to pest problems and maintains or causes to be maintained records of any pesticide related complaints.

Oversees the daily operation of the program and evaluates progress in achieving pest management objectives.

Works with administrators to formulate a contract for pest management services.

Assists in establishing, maintaining and updating a District IPM website.

Conducts periodic audits of the IPM program.

Oversees and performs IPM inspections on Districts' sites and completes checklist for school facilities.

Coordinates with other departments as it relates to sanitation, landscaping and maintenance to ensure IPM policies and regulations are adhered to.

ADDITIONAL JOB FUNCTIONS

Develops, updates and maintains the Districts' IPM policy. Assists when requested with developing the sites/schools IPM procedures. Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a recognized college or university preferably with a degree in environmental science or entomology. Experience in the area of Pest Management, sanitation procedures or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including computers, calculators, projectors, videocassette recorders, cameras, overhead projectors, copiers etc. Must be able to exert up to 25 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to push, pull, and carry or otherwise move objects. Physical demand requirements are for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

Language Ability: Requires the ability to read correspondence, reports, forms, inspection notices, invoices, purchase orders, logs, diagrams, etc. Requires the ability to prepare activity correspondence, reports, forms, programs, charts, graphs, appraisals, purchase orders, etc., according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including occupational health and environmental terminology.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; to utilize decimals and percentages; and apply the theories of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

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Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of IPM programs, policies, methods and procedures.

Considerable knowledge of federal, state and local rules and regulations regarding IPM.

Considerable knowledge of sanitation procedures in regards to IPM.

Considerable knowledge of the principles of coordination, supervision, organization and administration.

Ability to coordinate, schedule and conduct formal IPM related training with various district staff and students.

Ability to develop and implement a system-wide IPM program.

Ability to identify potentially unsafe or unsanitary conditions.

Ability to develop and implement work schedules.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Valid NC Drivers License is required.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.