

INTEGRATED PEST MANAGEMENT PROGRAM COORDINATOR

DEFINITION

Plans and implements the District's Integrated Pest Management Program (IPM) and serves as the District's IPM expert to ensure compliance with Board-approved IPM policy as well as State and federal statutes and regulations.

TYPICAL DUTIES

Oversees the development and implementation of IPM low-risk policies and procedures.
Plans, schedules, and assigns work for pest management staff.
Serves as the primary resource for District staff and the public regarding the IPM Program and responds to inquiries regarding the IPM Program.
Plans and implements IPM training programs for District staff, students, parents, and other stakeholders.
Advises District personnel in the areas of pest management, gardening, landscaping, tree maintenance, plant management, crafts, food services, and other support staff and site administrators regarding IPM methodologies and strategies including pest management and prevention.
Researches alternative low-risk pest management methodologies, equipment, and products.
Coordinates the meetings and activities of the District's Pest Management Team.
Evaluates and resolves Pest Management staff's requests for use of non-approved products and maintains an approved product list.
Provides updated materials for inclusion in each school's IPM Handbook and conducts random periodic inspections to ensure handbooks are being properly maintained at the schools.
Assists in establishing, maintaining, and updating the District IPM website.
Ensures that adequate records are filed and maintained at both the schools and the Pest Management Office in order to ensure compliance with the California Healthy Schools Act.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Integrated Pest Management Program Coordinator is responsible for overseeing the implementation of policies and procedures relating to IPM and providing technical guidance and training to District staff and other stakeholders.

The Operations Program Manager is responsible for the day-to-day management of the gardening, landscaping, tree maintenance, and pest management operations of an assigned Maintenance and Operations area or central office.

A Senior Pest Management Technician assists in the planning, scheduling, and execution of pest management activities, and may provide work direction to Pest Management Technicians.

SUPERVISION

General supervision is received from an Operations Program Manager, or other higher-level administrator. Technical work direction is provided to the Pest Management, Tree Maintenance, Gardening, and Landscaping Departments. General supervision is exercised over Pest Management staff.

CLASS QUALIFICATIONS

Knowledge of:

Innovative and progressive practices, processes, and materials utilized in low-risk structural and horticultural pest management, including biological, procedural, physical, and chemical pest management methods

Federal, State, and local statutes and regulations governing IPM and pesticide use on school properties

Equipment required for an IPM program

Training methods for participants with various levels of IPM knowledge and with diverse backgrounds and experience

Various pesticide formulations and chemical properties

Structural and horticultural pests common to the Los Angeles area

Microsoft Windows operating systems

Microsoft Word, Excel, PowerPoint, and Outlook

Work Management Systems (such as Maximo)

Ability to:

Plan, supervise, and coordinate a large IPM program

Plan, coordinate, schedule and conduct formal IPM and related training with various District staff, students, parents, and other stakeholders

Communicate effectively, both orally and in writing

Design and execute IPM studies, including research, field tests and evaluation techniques to assess program and product effectiveness and modify procedures based on study results

Evaluate chemical pesticides for the purpose of assessing efficacy, hazards, and possible risk of exposure

Write pest management and related contract specifications in compliance with the District's IPM Policy

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in biology, entomology, organic chemistry, botany, or environmental science or a closely related field. Additional qualifying experience in managing an IPM program involving priority use of low-risk pest management may be substituted for the required education on a year-for-year basis.

Experience:

Three years of experience in managing an IPM program involving priority use of low-risk pest management methodologies that includes utilizing various methods for pest control that excludes the use of chemical pesticides.

Special:

A valid California Driver License.

Use of an automobile.

A Structural Pest Control Field Representative License or Operator License in Branch 2 (General Pest) and Branch 3 (Termite) issued by the California Department of Consumer Affairs.

A Qualified Applicator License in Category B (Landscape Maintenance) issued by the California Department of Pesticide Regulation within one year of employment as the Integrated Pest Management Program Coordinator.

This class description is not a complete statement of essential functions, responsibilities or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to the existing duties.

Revised
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