Belton Independent School District
Job Description

Job Title:	Integrative Pest Management (IPM)-Delivery Coordinator	**FLSA Status:**	Nonexempt, 260 Days
Reports to:	Executive Director of Operations	**Pay Grade:**	AUX-4
Dept./School:	Grounds	**Date Revised:**	12/3/2020

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/Certification:
High school diploma or GED
Clear and valid Texas driver's license
Texas IPM Certification, or willing to obtain in 6 months

Special Knowledge/Skills:
Knowledge of methods and materials for pest control and TDA regulations
Ability to implement policy and procedures
Effective written and verbal communication skills
Ability to operate pesticide application equipment

Experience:
One year of related experience

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 or around district buildings and facilities.

2. Ensure that all pesticides used on district property comply with district policy and TDA requirements.

3. Maintain inventory of chemicals, supplies, and equipment and order additional supplies as needed. Label and secure pesticides.

4. Maintain files required, including pesticide application records, pesticide labels, Material Safety Data Sheets, and records of complaints.

5. Participate and provide required TDA Structural Pest Control Service integrated pest management training courses.

Communication

6. Communicate with district administrators and staff about integrated pest management, including training, notice and posting, sanitation, and pesticide storage. Post appropriate notice in district facilities prior to planned pesticide treatment according to TDA requirements.

7. Respond to requests and inquiries relating to pest problems from staff, students, parents and the public.

Safety

8. Ensure that all school employees who perform pest control have the necessary training and utilize appropriate personal protective equipment.

9. Keep vehicle, equipment, and tools in safe operating condition. Inspect tools and equipment for safety and efficiency and perform preventive maintenance as needed.

10. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools and equipment according to prescribed safety procedures.

11. Correct unsafe conditions in work area and promptly report conditions that are not immediately correctable to supervisor.

Other

12. Coordinate the following programs: recycling, hazard communication, hazardous waste, worker safety, including environmental safety issues.

13. Keep inventory of tools and equipment and assist with purchase requisitions for needed tools and specialty equipment.

14. Perform other tasks as assigned by supervisor.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Power and hand-held sprayer application equipment; hand tools; power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical (pesticides) hazards, noxious odors;

work around machinery with moving parts; may work alone; may work in tight or enclosed spaces; may work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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

Revised: December 2020
Prepared By: Belton ISD Human Resources Department