

## INTEGRATED PEST MANAGEMENT PROGRAM COORDINATOR

### DEFINITION

Plans and implements the District's Integrated Pest Management (IPM) Program 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.  
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 District-wide IPM training programs for District staff, students, parents, and other stakeholders.  
Prepares training materials and conducts District-wide training on IPM methods and procedures consistent with the California Department of Pesticide Regulation and District's IPM policies, procedures, and guidelines.  
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 required by the District's IPM Program.  
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 District-wide implementation of policies and procedures relating to IPM and providing technical guidance and training to District staff and other stakeholders.

An Area Facilities Services Director is the administrator responsible for personnel assigned to perform routine and preventive maintenance, smaller construction projects, custodial, and gardening operations for a designated area.

The Pest Management Supervisor supervises pest management staff in structural, landscape, and turf pest management, and participates as needed.

## SUPERVISION

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

## CLASS QUALIFICATIONS

### Knowledge of:

- Innovative and progressive practices, methods, processes, equipment, devices, tools, and materials used in structural landscape, ornamental, turf, and wildlife pest management, including biological, procedural, physical, and chemical pest management methods
- Federal, State, and local laws and regulations governing IPM and pesticide use
- The District's IPM policy
- State of California's, Department of Pesticide Regulation worker health and safety requirements
- Biology, ecology, behavior, and characteristics of arthropods, insects, termites, weeds, vertebrates, rodents, birds, wildlife and other pests found locally
- Training methods for participants with various levels of IPM knowledge and with diverse backgrounds and experience
- Commercially available pesticides, their forms, functions, classifications, mode of actions, environmental concerns, toxicity levels and safety precautions
- Safety precautions required when using pesticides and toxic chemicals, including the proper care, maintenance, and usage of all necessary personal protective equipment
- 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
- 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
- Communicate effectively, both orally and in writing

### Special Physical Requirements:

- Ability to stand, walk, bend, crawl, climb to a height of 40 feet, reach overhead, crouch, kneel, balance, push, pull, and safely lift up and carry items weighing up to 70 pounds
- Ability to work safely in confined spaces and at heights including the use of aerial lifts, ladders, scaffolds, and other related equipment
- Normal color vision
- Normal hearing
- Normal visual acuity
- Normal sense of smell

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in agriculture, biology, botany, entomology, environmental science, horticulture, organic chemistry, pest management, 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 driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

A Field Representative or Operator's license in Branch 2 (General Pest) issued by the California Structural Pest Control Board is required.

A Field Representative or Operator's license in Branch 3 (Termite/Wood Destroying Organisms) issued by the California Structural Pest Control Board is required.

A Qualified Applicator License in Category B (Landscape Maintenance) issued by the California Department of Pesticide Regulation is required.

### SPECIAL NOTE

1. Requires wearing a negative pressure respirator.
2. Employment is subject to medical clearance which meets pertinent provisions of the General Industry Safety orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos or lead.

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  
11-21-24  
CP