

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title: Pest Control Specialist**

**Department: Maintenance**

**Grade G  
H.P.D. 8  
D.P.Y. 260**

**Job Description**

**Date Reviewed: August 2017**

**Reports to: Maintenance Manager**

**Purpose of Job**

The purpose of this job is to establish a routine maintenance and integrated pest management program to control pests in Clarksville-Montgomery County School System facilities through the appropriate preventive treatment and other applications of pesticides to control rodents, insects, and other arthropod pests that pose or may pose a threat to the health, safety or comfort of students and employees.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Conducts periodic inspections to identify conditions that attract or support pests and provides written reports and recommendations as required.

Establishes and maintains an effective liaison with cafeteria managers, building custodians, and school administrators as needed to ensure all pest control issues are addressed within school facilities.

Coordinates all work with the responsible parties at those facilities assigned to ensure that all work is accomplished in a timely and cost effective manner.

Maintains all required reports, logs, forms, and records as well as material safety data sheets on all chemicals used in an accurate and timely manner. Required to maintain records of chemical usage for period not less than two years or as required by law.

Maintains, uses, and accounts for equipment, property, and pesticides that are required for the execution of his or her duties.

Measures, dilutes, and mixes using a wide variety of pesticides that specialize in that particular area of pest control; and applies pesticides in accordance with EPA label instructions and local and state laws.

Takes all precautions necessary to protect the environment, people, and self from unwarranted exposure to pesticides.

Maintains currency in pest control procedures through attendance of lectures, seminars and self-study programs. Uses all aspects of integrated pest management resources to ensure program success.

Termite control using chemicals and modify structures to eliminate and prevent future infestation and assist in repair of damage caused by termites.

Recognizes occupational hazards and takes appropriate safety precautions. Inspects facilities to determine needed repairs.

Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma (or GED) required, with a minimum of three years of pest control experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Valid Tennessee Driver's License required. Valid Tennessee Category 07 Pest Control Certification (Industrial, Institutional, Structural & Health related pest control) and category 02 license, (general pest and rodent control) required. WDO (Category 01) Control of termites, various wood borers, carpenter bees, carpenter ants, and decay without regard to the type or use of structure involved.

### **KNOWLEDGE OF JOB**

Has considerable knowledge of the policies, procedures, and activities of the School System and general pest and rodent control practices as they pertain to the performance of duties related to the job of Pest Control Specialist. Has considerable knowledge of pest control practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO  
PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate all items of equipment associated with general pest and rodent control. Must be able to use/climb a 50' ladder, lift a minimum of 50 pounds overhead, and carry 50 pounds for extended periods, and crawl under a building with a minimum clearance of 18 inches. Must be capable of wearing face mask or respirator equipment if needed with use of chemicals

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange technical information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to mad a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Pest Control Specialist.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**