

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

Job Title: Pest Control Specialist

Department: Maintenance

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

Job Description

Date Reviewed: July 2023

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.

Responds to work requests from Building Maintenance Dispatcher.

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.

Performs work outside of traditional business work hours which includes evening shifts and required to set building alarms after work has been completed at the designated location.

Required to participate in continuing education courses by the State of Tennessee to maintain pest control certifications.

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 Equivalent) 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 comprehensive 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. Has comprehensive 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.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to lift, carry, push and/or pull of up to 50 pounds, standing, sitting, walking, bending, stooping or kneeling, crawl under a building with a minimum clearance of 18 inches, use/climb 50' ladder;
- Must be able to wear face mask or respirator equipment as needed with use of chemicals;
- Must be able to operate all items of equipment associated with general pest and rodent control;
- Must be able to traverse school facility;

- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

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

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

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.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date