

Manager – Integrated Pest Management

Position Details

Class Code: 8104

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 60 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, the Manager - Integrated Pest Management (IPM) is responsible for controlling pests and weeds with minimal use of pesticides or herbicides according to the Clark County School District (CCSD) IPM Policy P-7611, the Fungicide and Rodenticide Act (FIFRA), and the requirements of Nevada Revised Statutes (NRS) 386.424-428 IPM. This position is qualified and authorized to direct any pest treatment and manage a team of licensed IPM technicians responsible for IPM of all schools and facilities within CCSD, creating the lowest possible risk to health and safety while integrating school activities such as preventative maintenance, janitorial practices, landscaping, and occupant education. Trains staff on structural and procedural improvements to reduce food, shelter, water, and access used by pests.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Oversees any staff responsible for pest/weed control, and ensures proper training of such staff.
2. Oversees the work of any contractor engaged in providing pest/weed control and/or cleanup.

3. Ensures compliance with CCSD IPM Policy, including, without limitation, the records maintenance system and the notification procedures for applying pesticides or herbicides on property belonging to CCSD.
4. Assists the Director of Environmental Services in developing and implementing pest prevention/monitoring procedures for CCSD.
5. Manages a system for maintaining facility inspection records, work orders, and service reports for pest/weed control services and applications of pesticides or herbicides.
6. Assists the Director of Environmental Services with developing and implementing procedures to notify school employees, pupils, parents or guardians of pupils, and other affected persons before pesticides or herbicides are applied on school property.
7. Communicates with school and facility administrators concerning planned activities to prevent, control, or cleanup pests and weeds.
8. May declare the existence of a pest emergency after consultation with the Director of Environmental Services, the Director of Sustainability, Energy and Environmental Services, school administration, Region Superintendents, and the Communication Department.
9. Supervises, instructs, and oversees the work of certified IPM technicians and provides ongoing training.
10. Acts as the primary contact for IPM work orders.
11. Schedules and performs complex pest control and elimination procedures.
12. Organizes and prioritizes pest control inspections, maintenance, and responses to infestations.
13. Inspects sites of infestation, identifies type of pests, and prescribes corrective action.
14. Identifies conditions (i.e., structural flaws, etc.) that promote infestation; directs response to the appropriate department and/or provides exclusion (i.e., door sweeps, netting, spiking on roof edges, etc.).
15. Supervises or applies pesticides and other chemical/biological agents in accordance with accepted industry practices and the rules/regulations of various federal, state, and local regulatory agencies (i.e., Environmental Protection Agency (EPA), Department of Environmental Regulation (DER), Department of Agriculture (USDA), and Southern Nevada Health District (SNHD), etc.).
16. Periodically inspects facilities to detect infestations in early stages; performs follow-up inspections to determine efficacy of control measures.
17. Monitors and maintains pest control supply. Evaluates and prepares budget/cost estimates.

18. Maintains accurate records of chemical and biological agents used (i.e., records, work order logs, etc.).
 19. Ensures use of safe and appropriate trade tools, equipment, and various machinery (i.e., pick-up truck, portable man-lift, etc.).
 20. Ensures use of safe and appropriate chemicals, agents, and substances, mixing according to label instructions and product specifications, and using in accordance with prescribed safety precautions and directions.
 21. Responsible for the safe handling and disposal of hazardous materials as mandated by state and local laws and the SNHD.
 22. Operates District vehicles between work sites.
 23. On call 24 hours for emergency situations; assists other crafts in emergencies or as the need arises.
 24. Maintains updated Safety Data Sheet (SDS) records.
 25. Provides input for the evaluation or discipline of assigned staff, when necessary.
 26. Conforms to safety standards, as prescribed.
 27. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Manages, applies, or supervises the proper and effective use of pesticides/herbicides on CCSD property. Involves planning, supervising, training, inspecting, and participating in the work of IPM Technicians and other assigned staff. This position may declare the existence of a pest emergency after consultation with the Director of Environmental Services, the Director of Sustainability, Energy, and Environmental Services, school administration, Region Superintendents, and the Communication Department.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of basic District work policies and guidelines; knowledge of departmental practices and procedures.
2. Knowledge of various chemicals used in pest control; ability to use such in accordance with prescribed safety precautions and directions.
3. Ability to recognize, understand, interpret, and apply state, federal, and national codes, regulations, and ordinances including, but not limited to: National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA), etc.

4. Knowledge of Integrated Pest Management practices and procedures for the use of pesticides at school properties.
 5. Knowledge of preventive measures for eliminating pest infestations.
 6. Ability to manage, supervise, train, and evaluate assigned personnel.
 7. Ability to plan and organize work and carry out assignments with minimal instructions.
 8. Ability to understand, read, and interpret written and verbal instructions.
 9. Ability to communicate clearly both verbal and in writing.
 10. Ability to schedule work activities and meet predetermined deadlines.
 11. Ability to safely move or relocate heavy objects and perform physically demanding work.
 12. Ability to utilize various manual and electrical sprayers and trapping equipment.
 13. Ability to judge when to act independently and when to refer situations to a supervisor.
 14. Ability to work flexible hours necessary for the efficient operation of the department and remain on-call for emergencies.
 15. Ability to operate District vehicles (i.e., cars, vans, pick-up trucks, etc.).
 16. Ability to work cooperatively with administrators, supervisors, employees, and the public.
 17. Ability to recognize and report hazards and apply safe work standards.
 18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Eight (8) years as a licensed Pest Control Technician in or out of the Clark County School District.
3. Continuing Education – 12 hours during a four (4)-year period, of which one (1) of the 12 hours was in laws. Certification renewal required every four (4) years.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.

2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Nevada Pest Control Government License issued by the Nevada Department of Agriculture (NDA) in accordance with EPA regulations and NRS (trained and/or tested for competency in safe and effective handling/use of pesticides and herbicides). License must be maintained for the duration of the assignment.
4. Have or acquire an Occupational Safety and Health Administration (OSHA) Respiratory Protection Certification. Certification must be maintained for the duration of the assignment. If certification is not in possession at the time of application, it must be obtained within five (5) months of hire date.
5. Aerial Work Platform Certification issued by licensed trainer, usually through an equipment supplier. Must be maintained for the duration of the assignment. If certification is not in possession at time of application, it must be obtained within two (2) months of hire date.
6. Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) and First Aid certificates from the American Heart Association, American Red Cross, or similar organization. Certifications must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. If certificates are not in possession at time of application or QSP request, they must be obtained within five (5) months of hire into position. Certifications must be maintained for the duration of the assignment. A copy of the front and back of the CPR/AED and First Aid certificates must be uploaded into the application.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
4. Copy of Nevada Pest Control Government License issued by the NDA.
5. Copy of current OSHA Respiratory Protection Certification, if in possession at time of application.
6. Copy of Aerial Platform Certification, if in possession at time of application.

7. Copy of current First Aid certificate, if in possession at time of application. A copy of the front and back of the First Aid certificate must be uploaded into the application.
 8. Copy of current CPR/AED certificate, if in possession at time of application. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 9. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities – administrative/department offices and schools (i.e., classrooms, restrooms, locker rooms, corridors, school theaters, cafeterias, etc.), construction sites, etc.

Work Environment

Strength

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and

power/hand-operated equipment and machinery (as related to specific assignment).
Frequent work on aerial platforms up to 55 feet.

Examples of Equipment/Supplies Used to Perform Tasks

District-issued vehicles, pesticide sprayers, metal rodent traps, high-pressure pesticide sprayers, ladders, portable man-lift, other pest control devices, personal protective equipment (i.e., face shield, gloves, goggles, respirator, etc.), and office equipment, (i.e., copiers, fax machines, computers) etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/16/23
- Created: 06/16/14