



County of Contra Costa Integrated Pest Management Coordinator

CLASS CODE	VLSB	SALARY	\$61.86 - \$66.62 Hourly \$10,723.04 - \$11,547.54 Monthly \$128,676.48 - \$138,570.49 Annually
BARGAINING UNIT	Local 21 - Supervisory Management	REVISION DATE	April 18, 2019

Definition

Bargaining Unit: Local 21 - Supervisory Management

Under direction, implement and manage the County's Integrated Pest Management (IPM) Program. This position will work cooperatively with county departments and pest control vendors to implement IPM Policy on county owned and maintained property. Communicates with internal county staff, other government agencies, citizens' groups, and the general public on pest management issues and policies.

Distinguishing Characteristics

The incumbent in this class is assigned to the Hazardous Materials Division of the Health Services Department. And, under the direction of the Director of Hazardous Materials Programs, is responsible for the implementation of the County Integrated Pest Management Policy.

Minimum Qualifications

License Required: Possession of a valid California Motor Vehicle Operator License is required for incumbents appointed to this position. Out of state Motor Vehicle Operator's License may be accepted for up to six (6) months.

Education: Possession of a Master's degree in pest management, plant protection, agricultural or biological sciences, or closely related field.

Experience: Three (3) years of full-time or its equivalent experience in the field of landscape and/or structural pest management.

Substitution: Possession of a Bachelor's degree in one of the aforementioned areas and two (2) additional years of qualifying experience may be substituted for the required Master's degree.

Knowledge, Skills, and Abilities

Knowledge of:

- Theory and practice of integrated pest management
- The elements of an effective IPM policy
- Effective pest control measures including prevention, and mechanical, cultural, biological and chemical controls
- Components of a monitoring program for pests
- Field test criteria to evaluate the efficacy of varied pest management techniques and pesticide applications
- The signs and symptoms of plant stresses including pests, diseases, and abiotic responses
- Ecology of pest plant, vertebrae, and insect species
- Pesticide uses and toxicology
- Equipment, methods, tools, practices, and procedures utilized in the safe and effective management of pests
- Safe pesticide work practices, procedures, and applications, including federal, state and local regulations for pesticide use
- Computer software programs, including word processing, spreadsheets, databases and presentations

Ability to:

- Facilitate stakeholder groups for collaborative problem solving
- Formulate policy and develop and implement new strategies and procedures
- Examine and re-engineer operations and procedures, using IPM methods
- Plan, coordinate and train employees in the principles of IPM
- Research pest management alternatives and analyze the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems, including budgetary considerations
- Compile, track, and analyze data, and generate effective and well-written reports
- Work cooperatively with county administrators and staff, the Board of Supervisors, and members of the public
- Communicate effectively (both oral and written) with staff, elected officials, and members of the public
- Use pesticide toxicity databases to effectively assess toxicity characteristics
- Make transparent decisions and modify action plans based on data collected and results obtained

Typical Tasks

- Coordinates and staffs the IPM Advisory Committee and its subcommittees and performs work for the committees as needed
- Develops, coordinates and implements the County Integrated Pest Management (IPM) Policy through an effective county-wide IPM program
- Works with county departments to implement the IPM program county-wide
- Assists departments with the design and coordination of their IPM programs
- Assists departments by providing IPM training and technical assistance to staff
- Works with county departments and county-hired pest management service providers to create specific pest management plans
- Collects and analyzes pest management data from county departments
- Accurately identifies pests and sets pre-determined threshold levels
- Monitors and records pest problems

- Develops a recordkeeping system for county inventory of pesticide use, pest management cost, and pest management actions
- Researches and develops IPM economic evaluations with costs and environmental benefits for management of pests in a variety of settings, such as roadside, grounds and parks, and buildings
- Keeps current with the latest research and information on pest ecology and the most effective, least toxic pest management practices
- Coordinates with the County Facilities Manager to ensure implementation of pest prevention measures, such as structural repairs, and housekeeping and sanitation
- Ensures that contracts and contractor performance for pest management services are consistent with the County IPM Policy
- Assists departments to develop maintenance and design guidelines for new construction, remodeling, maintenance and landscaping that take pest prevention and pest management into consideration
- Evaluates established performance measures and overall program, reporting on progress towards meeting County IPM Policy and making recommendations for any necessary revisions to the County IPM Policy
- Serves as the primary contact regarding pest management issues for internal county staff and members of the community and press
- Educates employees and the general public about IPM and pesticide use
- Maintains a network of colleagues engaged in IPM throughout the Bay Area, California, and the nation; participates in and helps coordinate periodic meetings of Bay Area IPM coordinators
- Assists municipal staff in Contra Costa County with IPM issues

Spec History

Established: October 2008 OP

Revised: April 2019 LJ