

	<b>FLORIDA KEYS MOSQUITO CONTROL DISTRICT</b>  <b>Job Description</b>	<b>ULV COORDINATOR</b>	
		<b>DATE OF REVISION</b>	<b>01/05/2022</b>
<b>FLSA Status</b>	<b>Non-Exempt</b>	<b>Hourly Rate \$26.44 - \$29.81</b>	<b>BASED ON QUALIFICATIONS</b>
<b>LOCATION</b>	<b>Big Coppitt</b>	<b>Pay Range \$55,000 - \$62,000</b>	

**Physical Location(s):**

Florida Keys Mosquito Control Lower Keys Facility

**Basic Scope/Purpose:**

The ULV Coordinator is responsible for coordinating evening truck adulticide missions and for upkeep of the assigned Mosquito Control Facility. This includes maintenance and updating office records, point of contact for public concerns of mosquito populations, notification and maintenance of citizens on the District's mission alert list, , notifies and coordinates part-time and full-time truck drivers of any pending missions, assists with mechanical needs for trucks and equipment, and is responsible for building and grounds maintenance and security watch of all locations by electronic visual display in the assigned Operational Facility.

**Reporting Responsibilities:**

The ULV Coordinator reports to the Director of Operations.

**Working Conditions:**

Will be required to work evenings, and occasionally weekends and holidays.

The ULV Coordinator will be exposed to both inside and outside environmental conditions, noise, vibration, and close proximity to moving parts, exposure to chemicals, fumes, odors and oils. The individual filling this position will be expected to perform light work (exerting up to 50-lbs. force frequently to lift, carry, push, pull, or otherwise move objects) and regularly operate a forklift.

**Essential Functions (Without Accommodations):**

1. Accurately receives and logs mosquito service requests in the District database, FieldSeeker.
2. Logs and distributes incoming mail and messages to personnel.
3. Maintains building and grounds at the assigned Keys Facility.
4. Maintains security watch for all locations.
5. Informs persons on the alert list of pending spray missions.
6. Responsible for coordinating and dispatching ULV and WDG mission drivers for assigned missions.
7. Log and print domestic inspection sheets received while on watch.
8. Repair and general maintenance with mechanical needs for ULV and WDG trucks and equipment.
9. Follows all Federal and State Laws and District policies regarding health, safety and applications of mosquito abatement materials.
10. Mix and load WDG batches for dispersal of truck mounted missions.
11. Record and accurately report chemical usage for all missions.

12. Directly responsible for training truck operators on proper vehicle operations, district policy, and proper use of mosquito abatement materials.
13. Drive fog routes as required.

Since our organization is going to change to meet the needs of public health, environmental conservation, and the District, you can expect, anticipate, and assume that your job description will change to meet these challenges.

**Knowledge:**

Knowledge of basic mosquito control techniques and procedures.  
Knowledge of general District policies.  
Knowledge of chemicals used in ground ULV adulticiding and larviciding.  
Knowledge of general machinery.  
Knowledge of forklift operation.  
Knowledge of Microsoft Office Suite (e.g. Word, Excel, etc.).

**Abilities & Skills:**

Ability to remain calm and courteous while communicating with the general public.  
Ability to type and maintain office records.  
Ability to receive instructions and to perform tasks assigned in a safe and efficient manner.  
Ability to operate office equipment and computers.  
Ability to establish and maintain effective working relationships with other employees.  
Ability to complete clerical work responsibly.

**Education, Training, & Experience:**

Graduate from a high school or equivalent trade school.  
Licensed in "Public Health Pest Control" from the Department of Agriculture and Consumer Services, or able to obtain such certification within one year.  
Licensed as HazCom First Responder, or able to obtain such certification within one year.