

CITRUS COUNTY MOSQUITO CONTROL DISTRICT

Chemical Warehouse Coordinator

\$20.36 - \$30.78 Hourly / \$42,348.80 - \$64,022.40 Yearly

MAJOR FUNCTION

Performs duties involving the receipt, recording, storage, inventory control, annual chemical audit, and issuance of safety equipment, chemical and supplies.

DISTINGUISHING FEATURES

Employees in this class perform duties or average difficulty requiring some initiative and independent judgment under general supervision.

MAJOR DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all the activities described below.

- Maintains inventory and orders mosquito control chemicals when needed.
- Issues and records all chemicals, safety equipment, supplies and materials needed for daily tasks.
- Orders safety equipment needed for all work staff and keeps an inventory of safety supplies on hand.
- Keeps inventory and stock of all hand equipment used in the field
- Replenishes mosquito control chemicals in equipment as needed.
- Maintains and updates Label and SDS books for all staff.
- Maintains Inventory records and performs a monthly inventory count on all chemicals and fuel including the audit of chemical with the auditor at the end of the fiscal year.
- Inspects all deliveries and ensures the return of defective or incorrect items.
- Inspects and disposes of depreciated and obsolete stock, according to the Districts standards.
- Performs minor maintenance or repair of storeroom materials.
- Trains selected employees of all duties to help in the chemical warehouse for back-up when needed.
- Trains and fully certifies selected staff from multiple departments to properly use the forklift.
- Issues, loads, unloads, and verifies chemical usage for helicopter missions.
- May apply pesticides during times of increased arthropod activity.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, & ABILITIES

- Working knowledge of storekeeping methods and procedures
- Working knowledge of District purchasing procedures
- Working knowledge of computers and related software
- Skill in performing minor repairs to equipment or materials
- Ability to conduct inventory of materials and supplies and keep related records.
- Ability to use computer
- Ability to work effectively with others
- Ability to follow established procedures
- Ability to follow both oral and written instructions.
- Ability to perform tasks such as maintenance of records and preparation of reports
- Proficient in forklift safety and operation per OSHA standards.

RECOMMENDED MINIMUM QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate
- Two years of experience in receiving and issuing equipment or supplies'

APPOINTING AUTHORITY REQUIRES

Possession of a valid Driver License. Must be able to pass the F.D.A.C.S. Public Health Pesticide Exam and acquire the license within the probationary period.

Citrus County Mosquito Control District is a drug free workplace and will require a pre-employment drug screening.