

# CITRUS COUNTY MOSQUITO CONTROL DISTRICT

## Chemical Warehouse Coordinator

\$21.36 - \$31.78 Hourly / \$44,428.80 - \$66,102.40 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.