

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

JOB DESCRIPTION

Job title: Facilities & Inventory Manager

Job purpose: Responsible for district procurement, facilities maintenance, and retaining appropriate inventory levels of insecticides and supplies for operational purposes.

Duties and responsibilities:

- Meets with vendors, obtains telephone bids, drafts public notices to solicit bids, and locates new purchasing sources for items and public works.
- Research products and pricing of items for all departments, submits purchase orders for supplies, equipment, tools, parts, vehicles, chemicals, etc.; and expedites delivery, if needed.
- Receives and confirms accuracy of orders.
- Utilizes accounting software and analyzes proper budget accounts, invoices, units, and pricing. Converts all purchase orders for payment by the accounting manager.
- Prepares, maintains, reports and coordinates purchasing and inventory information with the accounting manager.
- Follows legislative auditors' best practices in the procurements of all goods and services to ensure all purchases are conducted legally, fairly, and efficiently.
- Adheres to public bid laws by procuring state contract pricing, whenever possible.
- Assists in research, design, and development methods to accomplish set goals by other departments, along with improving efficiencies in those methods.
- Annually prepares and manages the facilities budget, including a mid-year budget analysis.
- Writes an annual report for outside audits on equipment, tools, supplies and chemicals.
- Prepares an annual facility maintenance and activity report.
- Performs a wide variety of installations, repairs and maintenance on facility buildings, equipment, and fixtures.
- Coordinates and manages outside services for facility needs such as building and grounds maintenance, required annual inspections, equipment repairs, lawn maintenance, etc.
- Works closely with insurance adjusters on property damage claims.
- Conducts semi-annual building inspections to ensure district facilities are in proper operating condition.
- Performs in-depth searches to locate uncommon and difficult to find repair parts for District equipment.
- Designs, builds, and repairs mosquito surveillance traps, related trap accessories and larvae rearing devices that are requested by other departments.
- Performs EPA required chemical calibrations and droplet analysis procedures on District ULV mosquito spraying equipment.
- Uses chemical mixing knowledge, ratios, and mathematics to mix a variety of insecticides used in mosquito abatement operations, along with developing improved methods for mixing and storage.
- Performs conversions of rotational chemicals on mosquito adulticide ULV equipment.
- Performs monthly inventory on District stock supplies and chemicals while maintaining these items to preapproved levels.

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- Maintains inventory equipment cards and a digital record of inventory items.
- Assigns inventory asset numbers to all inventory items and issues identification tags on all equipment.
- Maintains employee sign-out logs for stock requisitions and chemicals.
- Assumes tasks unrelated to primary facility or inventory roles.
- Ensures that equipment is turned off and the facility is locked at the end of each day.
- Maintains LDAF licenses for the handling and application of mosquito control insecticides.
- Maintains a culture and attitude of safety, cleanliness, and professionalism.
- Provides redundancy for the core functions of the role of Chief Mechanic.
- Performs mechanical repairs under direction of the Chief Mechanic.

Minimum qualifications:

- A current driver's license.
 - Heavy equipment operations experience.
 - High school diploma or equivalent and 5 (five) years of experience in facilities management, purchasing, and/or inventory control.
- OR
- Bachelor's degree and 2 (two) years of experience in facilities management, purchasing, and/or inventory control.

Working conditions:

Working conditions will require working outdoors in a variety of environmental conditions and early morning, evening, and weekend work at times. Employee may use or be around power tools and heavy equipment including a forklift. Sitting in an office or classroom for extended periods of time such as at a meeting will be required. Extended periods of time using a computer will be required.

Physical requirements:

This position can be a physically demanding job at times and will require extended periods of walking, kneeling, and bending over. The person must have the ability to lift at least 50 pounds at times, work around water, use power tools, climb ladders, and ability to drive. Starting work early in the morning or working late into the evening may be required.