

***Pest Prevention Assistant III***  
***Knowledge, Skill, Ability, and Personal Characteristic Statements***  
***Rating Results***

<b>KSAPC #</b>	<b>Knowledge, Skill, Ability, and Personal Characteristic Statement</b>
K01	Knowledge of pesticide regulations, safety techniques and requirements used in mixing and applying pesticides.
K02	Knowledge of safety policies and regulations within the work environment including vehicle, equipment and personal safety in order to safely perform exclusion, detection, control and/or eradication activities.
K03	Knowledge of various filing systems (e.g., alphabetical, chronological, subject-matter, numerical, etc.) that allow for swift and accurate retrieval of information and documents.
K04	Knowledge of automated office equipment (e.g., photocopier, fax machine, personal computer, multi-line telephone systems, etc.) to perform routine office tasks.
K05	Knowledge of methods, terminology, materials, equipment and tools used to perform exclusion, detection, control and/or eradication tasks.
K06	Knowledge of a supervisor's responsibility for promoting equal opportunity in employee development and equal treatment in compliance with departmental policies.
K07	Knowledge of the pests and their biology involved in current control and eradication projects within the State.
K08	Knowledge of basic warehouse operations, including shipping and receiving, and inventory control.
K09	Knowledge of computer use and software programs such as Word, Excel, and Geographic Information System (GIS) for creating reports, mapping and communicating.
K10	Knowledge of Global Positioning System (GPS) technology.
K11	Knowledge of the Incident Command System.
K12	Knowledge of greenhouse operations and pest control in order to optimize the environmental condition of plant production and insect rearing.
S01	Skill to organize and prioritize one's workload to meet established deadlines and ensure the most important tasks are completed.
S02	Skill to orally communicate in a courteous, professional manner with a variety of individuals in order to exchange information and accept work assignments.
S03	Active listening skills to give full attention to what other people are saying, take time to understand the points being made, ask appropriate questions etc.

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S04	Skill to use word processing software programs to produce a variety of written documents.
S05	Skill to function in a lead capacity to provide instruction, guidance and coordinate the work of others.
S06	Skill to upload and convert data from recorders and various GPS devices to GIS systems to generate maps.
A01	Ability to follow oral and written directions given by supervisors and managers to ensure work is completed per their instructions.
A02	Ability to instruct and maintain discipline to field and/or laboratory staff related to exclusion, detection, control and/or eradication activities.
A03	Ability to adapt to changing work demands and priorities.
A04	Ability to act as a lead person by providing instructions and training in a professional and effective manner in order to train, resolve problems, and share information, etc.
A05	Ability to work efficiently in order to complete assigned tasks within reasonable or specified time periods.
A06	Ability to read and understand information and ideas presented in writing.
A07	Ability to secure and maintain effective working relationships with other staff members, property owners, the public, local, state and federal government personnel, and various industry members as necessary to accomplish, exclusion, detection, control and/or eradication work.
A08	Ability to analyze situations accurately and take appropriate action.
A09	Ability to complete various forms and reports accurately and legibly to ensure proper documentation and reporting of activities.
A10	Ability to do basic math such as addition, subtraction, multiplication, division, etc., to accurately perform calculations.
A11	Ability to communicate effectively in English, orally and in writing, to transfer information, ideas, and direction in a clear, courteous, professional manner using appropriate tone, using correct vocabulary, and grammar with co-workers, management, federal, state, and county officials, etc., at a level required for successful job performance.
A12	Ability to work productively as a member of a team in order to achieve work goals.
A13	Ability to perform light to heavy physical work such as walking, standing, bending, twisting, kneeling, lifting, etc.
A14	Ability to operate a personal computer in order to prepare written correspondence and documents, input data, etc.
A15	Ability to operate and care for tools and equipment used to perform exclusion, detection, control and/or eradication activities in a safe manner.

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A16	Ability to operate telephone, fax machines, calculators and copiers, Global Positioning System units, etc., in order to effectively perform support work.
A17	Ability to travel on a statewide basis to perform various exclusion, detection, control or eradication work.
A18	Ability to work a non-standard work schedule, working on holidays, weekends, and overtime in order to exclude, detection, control and/or eradicate exotic pests and their hosts.
A19	Ability to safely handle various equipment and materials (forklift, pallet, pesticides, tractors, high pressure/hot water cleaners, etc.) throughout the course of day-to-day activities.
A20	Ability to order supplies and equipment effectively for detection, control and/or eradication work.
A21	Ability to work independently using sound judgment in handling daily activities with minimal to no supervision.
PC01	Willing to have a valid driver license.
PC02	Willing to travel on a statewide basis, often times with short notice.
PC03	Willing to work a non-standard work schedule including holidays, weekends, and overtime.
PC04	Willing to adhere to and enforce safety policies and provisions such as wearing protective clothing or gear, protective eye wear, gloves etc.
PC05	Willing to work in a laboratory, greenhouse setting, and in modular trailers.
PC06	Willing to work in adverse conditions such as excessive heat, humidity, rain, wind, fog, dust, pesticides, live insects, and other odors.
PC07	Willing to work in agricultural and non-agricultural fields, warehouses, urban residential yards, remote locations, etc. to perform exclusion, detection, control and/or eradication work