

University of Maine
Pesticide Safety Education Program Professional Job Description

Date: 05/02/2017

Reports to: James Dill

Title: PSEP Professional

Dept: Cooperative Extension-(Pest Management Office (PMO))

Position Type: Regular/Full time contingent upon funding & adequate performance

Essential Functions

- Edits, updates, revises, writes and adapts study material for use in Maine's PSEP program.
- Coordinates the daily aspects of the PSEP program.
- Delivers/coordinates educational programs in support of PSEP that align with the University of Maine Extension's mission and plan of work.
- Assists in the implementation of IPM programs in various commodities including outreach to communities.
- Assists in the design and implementation of a plan of work that addresses priorities in Pest Management, especially in PSEP.
- Coordinates the delivery of workshops, webinars, and short courses that enhance client knowledge and capacity for applied learning in pesticide safety, pest management including commercial, private, and the general public.
- Work collaboratively with other agencies, organizations, and citizen advisory groups to uniquely address priority issues with an emphasis on greatest potential audience impact through statewide and multi-state programs.
- Collaborate with Extension colleagues and other agency staff to deliver programs in community settings
- Assist and extend efforts in securing external grants and contracts for program expansion and sustainability.
- Create new or draw upon existing educational resources and materials for use in educational programs.
- Support faculty in assessing local needs as part of grant development and implementation.
- Serve on local, regional and state program development teams related to pest management/pesticide education.
- Serve on organizational development and governance committees.
- Report program activities and impacts on Plugged-In.
- Ensure compliance with affirmative action and equal employment opportunity guidelines.
- Develop and sustain a professional development plan in support of one's professional and organizational priorities.
- Maintains various aspects of the website for PMO programming in pest and pesticide education.

Secondary Functions:

- Participate in PMO Extension Staff meetings as a member of the PMO as appropriate
- Participate in organizational program meetings to support program development that reflects the PMO programs.
- Other duties as assigned that relate to UMCE Pest Management mission, especially as they relate to the PSEP program.

Knowledge & Skill Qualifications:

- Master's degree in biological sciences or plant science related fields
- Skill in developing and delivering educational programs.
- Oral and written communications skills with demonstrated writing ability.
- Computer proficiency with experience in word processing and desktop publishing.
- Ability to work independently and as part of a team.
- Self-motivated and directed.
- Skill in working collaboratively with other agencies and organizations.
- Strong commitment to serving diverse audiences and supporting equal opportunity and affirmative action goals.
- Background and skills in supervising other preferred.

Work Environment:

The PSEP Professional is expected to:

- Work out of the Pest Management Office located in Orono, Maine with statewide and some multi-state responsibilities.
- Assume work responsibilities including evening and weekend commitments.
- Work with colleagues and appropriate agencies to create an annual plan of work that addresses the changing issues and needs of the citizens who benefit from Extension PSEP programs.
- In-state travel normally requiring a driver's license. Is required with reimbursement at the contract rate.

Work Schedule:

University of Maine Cooperative Extension office hours are weekdays from 8:00 am to 4:30 pm. The PSEP Professional will work a flexible schedule to meet the requirements of the position that may involve work beyond regular office hours.

Work Year:

The PSEP Professional is a regular full time position.

Performance Evaluation Schedule:

Performance evaluation will be conducted according to the UMPSA agreement.

University of Maine
PAT Professional Job Description

Revision Date: 01/02/2013

Reports to: James Dill

Title: PAT Professional

Dept: Cooperative Extension (Pest Management Office)

Position Type: Regular/Full time contingent upon funding & adequate performance

Essential Functions

- Edits, updates, revises, writes and adapts study material for use in Maine's PAT program.
- Assist in the delivery of educational programs in support of PAT that align with the UMCE mission and plan of work.
- Assist in the daily aspects of the Pest Management Office as it relates to computer software and the PAT program.
- Maintains various aspects of the web site for PMO
- Assists in the implementation of IPM programs in various commodities
- Assists in the design and implementation of a plan of work that addresses priorities in Pest Management, especially in PAT.
- Assists in the delivery of workshops and short courses that enhance client knowledge and capacity for applied learning.
- Work collaboratively with other agencies, organizations, and citizen advisory groups to uniquely address priority issues with an emphasis on greatest potential audience impact through statewide and multi-state programs.
- Collaborate with Extension colleagues and other agency staff to deliver programs in community settings
- Assist and extend faculty efforts in securing external grants and contracts for program expansion and sustainability.
- Draw upon existing educational resources and materials for use in educational programs.
- Support faculty in assessing local needs as part of grant development and implementation.
- Serve local, regional and state program development teams.
- Serve on organizational development and governance committees.
- Report program activities and impacts on Plugged-In.
- Ensure compliance with affirmative action and equal employment opportunity guidelines.
- Develop and sustain a professional development plan in support of one's professional and organizational priorities.

Secondary Functions:

- Participate in PMO Extension Staff meetings as a member of the PMO as appropriate
- Participate in organizational program meetings to support program development that reflects the PMO programs.
- Other duties as assigned that relate to UMCE Pest Management mission, especially as they relate to the PAT program.

Knowledge & Skill Qualifications:

- Master's degree in biological sciences or agronomy related fields or bachelor's degree within three year's experience with PC computers and word processing, desk top publishing and demonstrated writing ability.
- Skill in developing and delivering educational programs.
- Oral and written communications skills.
- PC computer proficiency.
- Ability to work independently and as part of a team.
- Ability to be self-motivated and directed.
- Skill in working collaboratively with other agencies and organizations.
- Strong commitment to serving diverse audiences and supporting equal opportunity and affirmative action goals.
- Background and skills in supervising other preferred.

Work Environment:

The PAT Professional is expected to:

- Work out of the Pest Management Office with statewide and some multi-state responsibilities.
- Assume work responsibilities including evening and weekend commitments.
- Work with colleagues and appropriate agencies to create an annual plan of work that addresses the changing issues and needs of the citizens who benefit from Extension PAT programs.
- In-state travel normally requiring a driver's license. Is required with reimbursement at the contract rate.

Work Schedule:

University of Maine Cooperative Extension office hours are 8:00 am to 4:30 pm. The PAT Professional will work a flexible schedule to meet the requirements of the position that may involve work beyond regular office hours.

Work Year:

The PAT Professional is a regular full time position.

Performance Evaluation Schedule:

Performance evaluation will be conducted according to the UMPSA agreement.

Pesticide Safety Education Program - Pesticide Applicator License Categories & Training Manuals

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Some training manuals are available as PDFs at a discounted price of \$7.00 per download. If there is an asterisk* before the training manual name, this means it is also offered in a PDF version.

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Agricultural Basic License

For growers who annually sell more than \$1,000 of plants or plant products intended for human consumption and who use only general-use (over-the-counter) pesticides on property owned or leased by them. **One exam required (Core exam).**

For more information regarding this license please visit: [The Maine Board of Pesticides Control](#)

- ***Core Manual (Includes 1 log book) 2015: \$20.00**
 - *Same Core Manual for all license exams; Agricultural Basic, Private, or Commercial*
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Private Applicator License

For those wishing to purchase and use restricted-use or general-use pesticides in the production of agricultural commodities on property owned or leased by them. Includes; Farmers, Greenhouse and Nursery Operators, Orchardists, Christmas Tree Growers, and Foresters. **Two exams required (Core and one category exam).**

For more information regarding this license please visit: [The Maine Board of Pesticides Control](#)

Training Manual Categories:

- ***Core Manual (Includes 1 log book) 2015: \$20.00**

- *Same Core Manual for all license exams; Agricultural Basic, Private, or Commercial*
 - **Blueberry Manual** Reprint 2003: \$10.00
 - **Field & Forage (Silage Corn)** Cornell 2003: \$35.00
 - **Forestry Manual (Christmas Tree)** Cornell 2006: 45.00
 - ***Orchard Fruit Manual** 2012: \$10.00
 - **Greenhouse Manual** Reprint 2003: \$12.00
 - **Potato Manual** Reprint 2003: \$15.00
 - **Small Fruit Manual** Reprint 2002: \$15.00
 - ***Turf Manual** 2009: \$20.00
 - **Vegetable Manual** Reprint 2006: \$10.00
 - **Nursery Manual (Outdoor Ornamental Manual used):** Michigan 2012: \$25.00
 - **Log Books (Individually):** \$4.00
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Commercial Applicator License

For professionals using any pesticide in a variety of occupations. Application of any restricted pesticide other than producing an agricultural commodity, use of a any pesticide as a service for which compensation will be received, use of any pesticide on sites open to the public, and use of any pesticide by a government employee as part of their job duties. **At least two exams required (Core and one or more category exams)**. Additional exams required for commercial master license.

If you have any questions regarding what categories apply to you or if you are unsure about the type of commercial license (master vs. operator) you need, more information regarding this license can be found here: [The Maine Board of Pesticides Control](#)

Training Manual Categories:

- ***Core Manual (Includes 1 log book) 2015:** \$20.00
 - *Same Core Manual for all license exams; Agricultural Basic, Private, or Commercial*
- ***1A- Agricultural Animal** Iowa 1998: \$10.00
- ***1B- Agricultural Plant Manual** 2006: \$15.00
 - **Option I (Limited Blueberry)** 2003: \$10.00
 - **Option II Chemigation:** \$7.00
 - **Option III Agricultural Fumigation:** \$7.00
 - **Option IV Post-Harvest Treatment:** \$7.00
- **2- Forest Pest Management Manual** Washington 1996 : \$25.00
- **3A- Outdoor Ornamental Manual** Michigan 2012: \$25.00
- ***3B- Turf Management Manual** Addendum added 2010: \$20.00
- **3C- Indoor Ornamental Management Manual** Reprint 2003: 12.00

- **4- Seed Treatment Manual** Iowa 1999: \$10.00
 - **5- Aquatic Manual** Pennsylvania 2008: \$10.00
 - ***5B- Sewer Root Control Manual** New York: \$8.00
 - ***6A- Rights of Way Vegetation Management Manual** 2015: \$15.00
 - ***6B- Industrial/Commercial/Municipal Manual** 2015: \$15.00
 - ***7A- Structural & General Manual** 2010: \$20.00
 - ***7C- Microbial Pest Control Manual** 2009: \$15.00
 - **7D- Wood Preservatives Oregon Manual** 1996: \$7.00
 - ***7E- Biting Fly Manual** 2005: \$7.00
 - ***7F- Termite Pest Manual** 2005: \$7.00
 - ***8A- Public Health Manual (Biting Fly & Other Arthropod Vector Pests)** 2004: \$15.00
 - ***8B- Public Health Manual (Other)** 2004: \$15.00
 - **9- Regulatory Pest Control Manual** Michigan 2006: \$10.00
 - **10- Demonstration & Research Pest Control Manual** Cornell 1978: \$25.00
 - ***11- Aerial Manual** 2013: \$30.00
 - ***Dealer Manual** 2013: \$20.00
 - **Log Books (Individually):** \$4.00
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