



<p>POSITION DESCRIPTION</p> <p>Assistant Weed Supervisor</p> <p>FLSA Status: Non Exempt</p> <p>County Classification: Occupational</p> <p>Salary Grade/Band:</p>	<p style="text-align: right;">9 June 2015</p> <p style="text-align: right;">Reports to: Weed Supervisor</p> <p style="text-align: right;">Revised: _____</p> <p style="text-align: right;">Human Resources Initials: _____</p>
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<p>POSITION PROFILE</p> <p>Assist to detect and treat noxious weeds and to direct the weed control program for the county weed board. Examine all land under the jurisdiction of the County Weed Control Board to determine whether this chapter and the regulations of the commissioner have been met, to compile data on infested areas, to consult and advise upon matters pertaining to the best and most practical method of noxious weed control and prevention, to render assistance and direction for the most effective control and prevention, to investigate violations of this chapter, to enforce noxious weed controls with the county, and to perform any other duties required by the County Weed Control Board.</p>
<p>GOALS</p> <ul style="list-style-type: none"> • Inspect, observe, and monitor all areas in the county known to contain infestations of invading and/or noxious weeds and inform landowners of their obligations regarding invading noxious weed control. • Inform Weed Board, public, and individuals of work done and work planned for upcoming year. • Operate equipment and apply herbicide. • Collecting new and current information available to Weed Control Officers • Repairs and maintain spray equipment. • Oversee and Implement biological control program. • Collect and input GIS data • Participate with coordinated weed management areas • Assist in grant writing and implementation
<p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Meets with county governing boards, commission and department head, receives program guidelines and policy interpretations; attends relevant county and public meetings and informs the public of county weed abatement programs; establishes working relationships with steering federal agencies, i.e., forest service, BLM, etc.; serves as member of local steering committee to implement and coordinate control operations. • Manages department administrative functions; develops and recommends operating budget; monitors spending activity to ensure compliance with budget constraints; pursues alternative funding by applying for state and federal grants; ensures compliance and reporting according to grant requirements; manages departmental purchasing needs, i.e., chemicals, equipment, etc. • Develops and organizes educational programs on weed prevention, weed identification, and chemical control; speaks to organizations and groups on weed abatement.

- Assists in the Development of inter-local agreements as needed to achieve cooperative efforts related to the control of weeds and pests; negotiates with various agencies and organizations; works with other agencies to coordinate, control and obtain necessary permits required by law.
- Publishes public notices and serves individual notices on owners of weed infested land who are delinquent to control the weed(s); surveys county properties, public and private, for infestations of noxious weeds; informs private owners to potential infestations on their property, and their responsibility to eradicate the same; estimates size of fields and provides estimates for cost of spraying services.
- Receives and investigates complaints of noxious weeds throughout the county; identifies the variety of weed and the most effective herbicide to be used in its control; schedules and monitors operation of county spray projects on public and private land; enforces various laws governing the programs; initiates sanctions for violations of laws and regulations.
- Supervises the operation, maintenance and repair of chemical sprayers; designs, installs and maintains chemical storage units; monitors all chemical usage to establish on-going record and history to minimize liability and risk; performs journey level spraying as needed.
- Conducts weed treatment and experimental control measures; collects data on weed specimens, enters field information into GPS mapping system; identifies exotic noxious weeds; operates personal computer as needed to log and record data and generate reports and records; submits reports to various federal, state and local agencies.
- Performs other related duties as assigned.

EDUCATION AND EXPERIENCE

- Graduation from high school; plus one (1) year of specialized training provided through professional workshops, seminars, vocational programs or in-service;
- Four (2) years of experience in weed control or similar work providing knowledge of herbicides, chemicals, and combinations of chemicals for effective weed control;
- General and Category 6 Pesticide Certification is required;
- OR an equivalent combination of education and experience.

SKILLS/ABILITIES

- Considerable knowledge of the types of weed present in Duchesne County; the types of herbicides most effective on the varieties of weed and the methods most effective in spraying for their control; federal, state and local noxious weed laws and appropriate city and county ordinances (ASCS, SCS, CRP, etc.) and the procedures described therein; environmental issues and regulations (state & federal); EPA regulations and guidelines. Some knowledge of principles of supervision.
- Skill in the operation of computerized spraying equipment.
- Ability to detect various weeds and determine the procedure for their control; understand scientific reports relating to weed resistance to herbicides, supervise subordinates and to direct work performed by employees in order to maximize weed control services; perform simple bookkeeping and maintain department records as required; develop effective working relationships with elected officials and the public; communicate effectively verbally and in writing.
- Must be able to work effectively with coworkers, clients and others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical solutions.

- Must possess and maintain a valid Utah State Driver's License.
- Must possess a commercial or non-commercial applicators license that includes the agricultural and right-of-way categories.
- Must maintain current licenses through recertification.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly and concisely, and be able to read and interpret difficult and complex written information
- Must be able to respond to inquiries from public, agencies, companies, and other departments to fulfill requests for information.

REASONING ABILITY

- Must have the ability to synthesize complex or diverse information and collect and research data.
- Ability to follow proper methods, procedures and safety precautions.

PHYSICAL REQUIREMENTS

- Tasks require variety of physical activities, occasionally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to the safe performance of required duties. Mental application utilizes memory for details, emotional stability and discriminating thinking. Regular exposure to toxic or hazardous chemicals and materials. Frequent travel required in course of performing portions of job functions. Daily tasks involve manual labor including considerable lifting of weights up to 50 pounds.

HAZARDS

- Occasional exposure to unpleasant environmental conditions and/or hazards.
- Daily exposure to extreme temperature, wetness and/or humidity, respiratory hazards, noise and vibration, and physical hazards
- Frequent exposure to chemical hazards, electrical hazards.
- Rare exposure to explosives or communicable diseases.
- Seatbelt, safety glasses, gloves, hard hat, dust masks, and reflective vest may be required.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.