

Uintah County

Job Description



Title:	Assistant Weed Control Supervisor	Code:	118
Division:	Administration	Effective Date:	3/07
Department:	Weed Control	Last Revised:	9/08
FLSA Cat:	Exempt	Pay Grade:	22

GENERAL PURPOSE

Performs a variety of **field supervisory and journey level operator duties** related to coordinating and carrying out the county-wide noxious weed control program as established by county ordinance and/or state statute.

SUPERVISION RECEIVED

Works under the general supervision of the Weed Control Supervisor.

SUPERVISION EXERCISED

Provides close to general supervision to Secretary, Weed Sprayer(s) and seasonal laborer(s).

ESSENTIAL FUNCTIONS

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 apply for state and federal grants; ensures compliance and reporting according to grant requirements; manages departmental purchasing needs, i.e., chemicals, equipment, etc.

Manages staffing operations; initiate hiring processes through county HR department; participates in employee selection; conducts training; monitors performance and makes decisions affecting employment status, i.e., retention, advancement and termination.

Develops and organizes educational programs on weed prevention, weed identification, and chemical control; speaks to organizations and groups on weed abatement.

Develops interlocal 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.

Determines departmental priorities and makes work assignments to specific areas; hires, trains and instructs subordinates in the proper use and maintenance of herbicides, pesticides and spraying equipment.

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.

MINIMUM QUALIFICATIONS

1. Education and experience:
 - A. Graduation from high school; plus one (1) year of specialized training provided through professional workshops, seminars, vocational programs or in-service;
 - AND
 - B. Four (4) years of experience in weed control or similar work providing knowledge of herbicides, chemicals, and combinations of chemicals for effective weed control;
 - OR
 - C. An equivalent combination of education and experience.
2. Knowledge, Skills and Abilities:

Considerable knowledge of the types of weed present in Uintah 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.

3. Special Qualifications:

Must possess and maintain a valid Utah State Drivers License.

May be required to attain a Class A Commercial Driver's License.

Must possess a commercial applicators license (categories: agricultural, right-of-way, public health).

Must maintain current licenses through recertification.

4. Work Environment:

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.

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.

I _____ have reviewed the above job description. Date: _____
(Employee)