



# Grand County

## Job Description

<b>Title:</b>	Weed Supervisor	<b>Job Code:</b>	2900
<b>Division:</b>	Administration/Operations	<b>Effective Date:</b>	9/2017
<b>Department:</b>	Noxious Weed Control	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **managerial, administrative, and supervisory** tasks related to planning, organizing, managing, and coordinating the control of noxious weed control throughout the County. Educates the public and government officials about weeds and control options.

### SUPERVISION RECEIVED

Works under the direct supervision of the Council Administrator.

### SUPERVISION EXERCISED

Provides direct supervision for the weed technician.

### ESSENTIAL FUNCTIONS

**Management and Administration:** Completes, with the County Weed Board, the annual state weed report and submits the report to the state. Maintains an inventory of all chemicals used to control the noxious weeds. Plans the annual meeting between Western Colorado and Eastern Utah.

Prepares and recommends departmental budget; administers departmental budget and directs procedures to assure compliance with established budgets; assures all equipment purchases, requisitions, supplies and materials conform to departmental needs and goals; monitors departmental auditing process; maintains records of operations, personnel, expenditures and equipment.

Attends annual trainings to stay educated regarding new chemicals used on noxious weeds and to become informed regarding additional identified noxious weeds. Gives presentations to the public regarding noxious weeds.

Researches and writes grants for noxious weeds funds. Monitors federal funding programs; assures proper application for special grants and allocations; assures receipt of entitlements and other programs; assures compliance with terms and conditions of funding programs, contracts and grants.

**Intergovernmental Operations:** Serves as liaison to the public and various local and state agencies as needed to establish and maintain effective public relations and develop cooperative solutions to common problems and goals; develops action plans for communication, advocacy and defense of administrative policy.

Responds to citizen inquiries regarding problem noxious, invasive, or common weeds, aids in the identification, and explains control options; meets with ranchers and agriculture producers to identify, control and abate noxious, invasive or problem weeds on their properties.

Helps landowners and managers incorporate Integrated Pest Management principles as new weed control strategies are developed to help them meet their land use goals.

**Technical:** Identifies, locates, and maps noxious weeds in the County. Works with different State and Federal agencies regarding noxious weeds found on their land and of possible control measures. Oversees the initial release of biological control agents.

Develops work schedules to perform the weed control service; identifies better methods through feedback from the user to streamline and improve methods of delivering the service; coordinates with other groups/agencies for maximum effectiveness in control and prevention efforts.

Informs landowners or persons in possession of the land, of noxious weeds found on the land of possible control measures. Controls vegetation in specified areas of the County road right-of-ways and other properties.

Operates and maintains the spray equipment. Performs routine maintenance and care of spray and other equipment associated with weed control; maintains records of chemicals used and distributed; keeps records detailing financial aspects of the operation; purchases needed chemicals and equipment.

**Staffing & Personnel Management:** In conjunction with the Human Resource Director and Council Administrator, recruits, hires, disciplines, reviews, and dismisses department employees; assigns personnel and equipment to maintain scheduled operations; oversees the training of personnel in the operation of equipment; establishes priorities for equipment repair and purchase; oversees record keeping of all work performed, hours worked by individual employees, and time records for departmental payroll and leave records.

Performs general supervisory duties in the control of noxious weeds. Completes performance reviews, mentors, and trains employees.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Bachelor's degree in vegetation management, weed science, forestry or related field;
- AND
- B. Four (4) years of noxious weed identification experience;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Thorough knowledge of** Knowledge of safety regulations and procedures of the County, and in the particular use of chemicals for noxious weed control; established policy, standards and departmental procedures related to noxious weed control; common names, qualities, and characteristics of weeds to be controlled, as well as trees, shrubs, grasses and other plants found in the local area. Knowledge of proper procedures and techniques of pesticide and herbicide application; procedures related to noxious weed abatement under authority of State Quarantine Officer powers; supervision and worker motivation; general accounting principles and practices; budget development and control programs; OSHA regulations and safety standards related chemicals; the use of GPS unit to map the location of noxious weeds; computers and software applications; prioritizing and delegating; establishing and maintaining effective working relationships with the public and county personnel.

Knowledge of the functions, characteristics, and proper use and care of spray rigs for chemical spray application; proper use of tools and materials used in chemical spray applications. Knowledge of characteristics, modes of action, and proper handling of post- and pre-emergent, restricted, and general use herbicides.

**Skills** in the art of diplomacy and conflict resolution; supervising, training, and evaluating employees; maintaining records and preparing reports; entering noxious weed data into the Early Detection and Distribution Mapping System and editing points.

**Ability to** communicate effectively verbally and in writing; plan, organize, and direct the affairs and operations of a department engaged in technical noxious weed control; operate and do minor maintenance on spray equipment; identify 54 plants listed on the State Noxious Weed list and other vegetation; mix chemicals correctly and in the right consistency; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must be able to pass a background investigation and pass a five-year FBI background investigation.  
Must possess and maintain a valid Utah Pesticide Applicators License; must possess a current Utah driver's license.  
Must pass a pre-employment drug screening.

4. Work Environment:

Worker in the position performs in a variety of indoor and outdoor environments including working in extreme weather conditions. Tasks require variety of physical activities, not generally involving muscular strain. Periodic walking, standing, stooping, sitting, reaching, required in normal course of performing essential duties. Talking, hearing, and seeing valuable to effective performance of the job. Common eye, hand, finger dexterity required for most essential functions. Must be able to bend, reach, push, pull, squat, climb, grasp and lift 50 pounds to waist level and carry 40 pounds on back. Potentially stressful, busy and fast-paced work with extensive public contact. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Excessive travel in automobile equipment required in job performance.



**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)

**Tim Higgs**