



Job Description

Date: November 2017 Position: Weed Control Coordinator

Department:	Public Works	Status:	Regular, full-time, non-exempt	Bargaining Unit:	None	Grade:	16
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1. General Statement

Under general supervision of the Public Works Director, this position manages the Weed Control Program and develops, updates and implements the County Noxious Weed Management Plan.

2. Duties and Responsibilities

This position manages the Weed Control Program and develops, updates and implements the County Noxious Weed Management Plan; Implements and enforces district compliance with provisions of 7-22-2123 of the County Noxious Weed Control Act; Assists with writing grant proposals to Montana Noxious Weed Trust Fund and other funding opportunities; Implements weed inventory and monitors weed inventory to determine the effectiveness of the county weed management plan; notifies landowners of weed infested areas on their property and assist with the development, implementation and monitoring results of weed management plans; develops and implements prevention programs including public education on new invading weed species, inspections of gravel pits and stock piles, monitoring of roadsides, railroad rights-of-way, and other areas highly susceptible to newly invading weed species; issues work directive, prepares employee work schedules and establish deadlines to insure completion of projects; provides public education about invasive plants and weed management techniques; coordinates duties with other governmental agencies and departments; works closely with the county weed board; hires and trains staff; participates in the chemical application process and adherence to safety standards; prepares estimates of materials, chemicals and supplies needed for projects; determines program needs and priorities; inspects application sites to ensure proper and safe chemical usage; determines and establishes work priorities, methods and procedures; prepares and submits preliminary budgets; participates in the maintenance and repair of machinery and equipment; and performs related work as required or directed.

3. Required Qualifications – Experience & Education

The knowledge skills and abilities required for this position are typically acquired through a combination of education and experience equivalent to a Bachelor's degree in agriculture, weed science, agronomy, or related field, two (2) years' experience in weed management or related field and at least one (1) year supervisory experience. Possession of a weed free hay inspection certification issued by the State of Montana is preferred.

4. Knowledge Skills & Abilities

Knowledge of federal statutes and the Montana Code Annotated related to noxious weed control and mitigation; County policies and procedures; County weed regulations; Public Works Department policies and procedures; chemical application safety regulations; noxious weed identification; noxious weed control and mitigation techniques; safe operating practices; personal protection equipment. Ability to select, supervise, train and evaluate staff; use chemical application devices according to prescribed standards and guidelines; identify noxious weeds correctly in all stages of development; follow verbal and written instructions; maintain records; ability to use common office machines; operate computer and applicable software (Windows, MS Office, GroupWise); establish and meet work priorities; understand and carry out oral and written instructions; communicate effectively orally and in writing; establish effective working relationships with fellow employees, supervisors, and citizens.

5. Special Requirements

Must be able to obtain a Governmental Applicator's License, Pesticide Dealer's License and possess a valid Montana Driver's License.

6. Physical Demands

Duties are performed outside under varying weather conditions. This position requires the ability to stand, bend at the waist, kneel, reach over the head, talk, hear, and see. Must be able to move or lift equipment and materials weighing up to 50 pounds and walk over uneven ground. Position requires frequent contact with fellow employees and occasional contact with citizens.

7. Reporting Line

This position reports to the following Public Works Director position: _____

This position has supervisory duties? Yes No

If Yes, list the position title and FTE:

Position Title	FTE
Weed Sprayer	2.55
Administrative Assistant	.50
Weed Management Technician	.41
Office clerk	.29

8. Required Signatures

Supervisor Signatures – indicates approval of Job Description.

Immediate Supervisor Printed Name Immediate Supervisor Signature Date

Department Director Printed Name Department Director Signature Date

I acknowledge that I have received a copy of my current job description.

Employee Printed Name Employee Signature Date