



Clearwater County CLASS SPECIFICATION

WEED SUPERVISOR

Class Summary/Primary Function

The principal function of an employee in this class is to administer and operate the County's noxious weed control program. Duties include educating landowners about noxious weed identification and control, overseeing the County weed control program, grant writing and reporting for State funded projects, working with landowners and other agencies for effective vegetation management; maintaining accurate records and files; operating job-related equipment; and responding to complaints from the public. The work is performed under the supervision of the County Road Department. This position also performs road maintenance duties in the winter. The principal duties of this class are performed in the outdoors which may include exposure to hazardous chemicals and weather conditions.

Essential Duties and Responsibilities

- Administers the operations of the County's Weed Control Program;
- Prepares and administers the department budget;
- Performs chemical, mechanical and/or biological weed treatments and/or coordinates treatments with commercial applicators;
- Trains, supervises and evaluates the work of regular and/or seasonal staff;
- Prepares pesticide application records and calculates associated costs;
- Ensures compliance with ISDA Pesticide Rules and Regulations;
- Maintains application equipment and vehicles;
- Develops public education programs about noxious weed identification and control;
- Assists the public with weed control and eradication programs;
- Prepares and implements a Weed Management Plan;
- Performs recordkeeping, inventory, ordering supplies, sign orders, and billings;
- Researches, applies for and administers grants to operate and maintain the Weed Department;
- Conducts field investigations and examines County land to determine the presence of noxious weeds;
- Develops agreements as needed and participates on committees to achieve cooperative efforts related to weed control programs including working with other agencies to coordinate, control and obtain necessary permits required by law;
- Receives and investigates complaints of noxious weeds including identification of problem areas, contacting and informing landowners, scheduling and monitoring control measures, enforcing laws and initiating sanctions for violations;
- Records and monitors chemical usage, services to property owners, public notices and individual notices and prepares and submits reports to Road Department Superintendent and the Clearwater County Commissioners;

- Conducts weed treatment and experimental control including collecting specimens of weeds for identification and study and maintaining weed identification records; submits reports to proper agencies;
- Responds to and resolves complaints and concerns from citizens about programs, facilities, and policies; develops effective solutions; keeps all parties informed;
- Performs time management and scheduling functions, meet deadlines, and set project priorities;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Interacts with County employees, customers, visitors and the general public effectively and professionally;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

- Conducts field demonstrations and participates in tours to show progress and/or application effectiveness;
- Performs road maintenance in winter as well as other times as needed;
- Performs other related duties as required.

Classification Requirements:

Knowledge of:

- Applicable regulations and policies regarding safe work practices, including application of pesticides/herbicides;
- State, Federal and EPA guidelines and regulations, pertaining to pesticide safety, application techniques, and environmental impacts.
- Cartography and the geography of Clearwater County;
- Effective public relations skills;
- Recordkeeping and document management.

Ability to:

- Read, interpret, explain and apply laws, resolutions, ordinances, codes, and contracts related to weed abatement;
- Identify weeds, crops and other vegetation;
- Train, supervise and evaluate the work of others;
- Maintain detailed and accurate computerized and hard copy files;
- Communicate effectively, both orally and in writing;
- Work with various individuals/groups in all situations in a forthright, diplomatic and confidential manner;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials and the public;
- Prepare accurate and reliable reports, and maintain required files and documentation;
- Develop creative and effective resolutions to simple and complex problems;
- Determine priorities and make work assignments; follow-up to ensure desired results; and document actions;

- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Read, interpret and apply laws, resolutions, ordinances, codes, and contracts;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Maintain a professional demeanor during stressful situations;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Minimum Acceptable Experience and Training

- High school diploma or GED required; and
- Experience in weed control, performing herbicide application and working with weed control equipment, preferably in a supervisory capacity; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Special Qualifications

- Valid Idaho Driver's License;
- ISDA Professional Applicators License within 1 year of hire;
- ISDA Consultant's License preferred.

Essential Physical Abilities

An employee in this class should have sufficient physical and mental capability, with or without reasonable accommodation to:

- Communicate effectively in person and comprehend written and oral instructions;
- Read labels on and technical manuals about herbicides and pesticides;
- Prepare, read, organize and maintain accurate files;
- Operate and maintain job-related equipment and vehicles;
- Review documents, spreadsheets and other written materials;
- Perform essential job functions that may require personal mobility, flexibility and balance to conduct field investigations in varied terrain, lift or move objects that weight up to 75 lbs. and to work in the outdoors in all weather conditions; to bend, stoop, kneel, stretch and perform tasks that involve hand/wrist/arm movements.