

WHITMAN COUNTY
Human Resources
WHITMAN COUNTY COURTHOUSE
COLFAX, WASHINGTON 99111



JOB ANNOUNCEMENT

POSITION: Weed Control Coordinator

DEPARTMENT: Weed Control

MONTHLY SALARY: \$3608.00 plus benefits

UNION STATUS: Non-Represented

TO APPLY: Whitman County Human Resources
400 N. Main Street
Colfax, WA 99111
(509) 397-6205

CLOSING DATE: Thursday, August 22 at 5:00 p.m. or until filled

LOCATION: Whitman County

SELECTION PROCESS: Applicants must submit a signed Whitman County application form. The application will be reviewed and evaluated to determine applicants invited for an interview.

TO QUALIFY: See attached illustrative example of duties and requirements.

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

WHITMAN COUNTY IS A SMOKE-FREE WORKPLACE

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

AMERICANS WITH DISABILITIES ACT

Persons requiring accommodation should advise us of that need

WEED CONTROL COORDINATOR

BASIC PURPOSE

Perform supervisory, administrative, and noxious weed control work directing Whitman County's Weed Department.

NATURE OF WORK

This is responsible supervisory and administrative work planning, coordinating, directing, and participating in Whitman County's noxious weed control program. This employee will exercise considerable latitude in judgment and discretion in the interpretation of statutes, regulations, and county policies relating to weed control programs and their application and enforcement. Work of this class will involve extensive contact with state agencies, county departments, private vendors, and the general public. Work will require the use of a variety of field and office equipment such as light duty vehicles, calculators, telephones, dictating equipment, cameras, and projectors. The employee occupying the position of this class will be responsible for the noxious weed programs on all public and private property and on all county roadside right-of-way within Whitman County.

Work is performed in both an office and field setting.

SUPERVISION EXERCISED AND RECEIVED

Supervision is exercised directly over all staff and activities of the county weed control department.

Work will be performed under the general policy guidance of the Whitman County Noxious Weed Control Board and the administrative direction of the Board of County Commissioners.

ESSENTIAL FUNCTIONS

Communicate with others through both listening and speaking skills; evaluate situations and determine appropriate courses of action; travel around the County; walk and make visual inspections of various sites; work without direct supervision; understand and carry out written and oral instructions; make independent judgment decisions in accordance with policies, laws, and procedures; make oral presentations to educate and inform the public; identify noxious and other weeds, grasses, and plants; use electronic locating and mapping equipment.

NON-TECHNICAL ESSENTIAL FUNCTIONS

Use good judgment and discretion in resolving problems and interpreting policies and statutes; establish and maintain effective working relationships with superiors, subordinates, public and private officials, and the general public; express ideas effectively both orally and in writing.

EXAMPLES OF DUTIES

Plan, develop, initiate, administer, and coordinate weed control programs, all phases of weed control enforcement in strict compliance with RCW 17.10.

Initiate, direct, and participate in the development of short and long-range programs and operational plans for the Weed Department under the policy guidance of the Weed Board; approve modifications to plans and monitor progress in fulfilling goals and objectives; meet regularly with Weed Board.

Develop and administer the annual departmental budget; present budget requests to the Board of County Commissioners.

Develop and present noxious weed educational programs; attend meetings, conferences and make public appearances for the purpose of noxious weed control education.

Serve as weed control public consultant; work extensively with the general public, county departments, state and federal agencies, cities and towns, and railroad officials concerning noxious weed infestations and weed control recommendations.

Administer the biological control program.

Administer the Washington State Noxious Weed Control Grant Program (landowner cost-sharing)

Inspect the county for noxious weeds as per the county and state noxious weed lists.

Investigate weed infestation complaints.

Hire, train, and supervise personnel.

SELECTION CRITERIA

Knowledge

- Considerable knowledge of the technical aspects of noxious weed control programs.
- Considerable knowledge of modern weed control methods and techniques and the design, construction and maintenance of weed control equipment.
- Knowledge of the current literature, trends and developments in the area of weed control management.
- Some knowledge of the principles of management and supervision.
- Considerable knowledge of pesticides, herbicides, and chemical usage in the control of noxious weeds.
- Knowledge of equipment repairs and practices.
- Knowledge of dry land farming techniques.

Skills

Abilities

EXPERIENCE, EDUCATION AND TRAINING

Two (2) years of responsible agricultural work with experience in weed control and one (1) year administrative and supervisory experience.

Possession of, or ability to obtain, a valid driver's license with a safe driving record.

Must obtain a pest control consultant license, a pesticide operator license, and the necessary endorsements on the licenses as required by law within sixty (60) days from the initial date of employment.