

Job Title:	Noxious Weed Supervisor			
Department:	Public Works		Reports To:	Director of Public Works
Job Number:	PW-0012.00	Job Grade:	32	FLSA Status:

Job Purpose and Objectives:

This is a supervisory position responsible for operating the Noxious Weed Department in accordance with applicable regulations to control noxious weeds and nuisance plants and animals in Finney County. The position is under the general supervision of the Director of Public Works.

Additional Responsibilities:

1. Direct department to comply with all governmental policies and procedures including KDA, EPA, KDHE, USDA, Noxious Weed Laws, county resolutions.
2. Enforce Kansas Noxious Weed Law and contact landowners as needed for the control of noxious weeds as needed.
3. Operate a variety of trucks, all-terrain vehicles, necessary for spraying and operations of noxious weeds.
4. Direct program activities in a safe manner and in accordance with all governmental regulations.
5. Maintain and review all legal records of activities pertaining to the department.
6. Assist Public Works Director to prepare and efficiently administer the Noxious Weed Department annual budget and state reporting.
7. Assist producers and Herbicide Applicators with equipment calibration.
8. Apply chemicals accurately and safely using specialized spraying equipment in accordance with use instructions, regulations, and applicable laws.
9. Complete safe chemical, mechanical, and cultural control of noxious weeds and nuisance plants and animals.
10. Identify correctly and accurately noxious weeds to determine control practices required and to complete surveys and reports.
11. Interact with the public to provide information related to the sale of chemicals and requirements for the treatment of noxious weeds on private property.
12. Perform daily maintenance and safety checks on vehicles and equipment, to include checking fluid levels, lubrication fuel, and tires.
13. Maintain accurate records of sales and applications of chemicals and records of equipment maintenance.
14. Remove and trim trees from right of way.
15. Ensure and Maintains awareness of safety policies and procedures to ensure a safe work environment, including properly wearing and using personal safety equipment.
16. Respond to change productively and complete other tasks as assigned.
17. Operate a variety of trucks. Obtain and apply brine to roads prior to snow events.

Supervisory Responsibilities:

Is responsible for the overall direction, coordination, and evaluation of a department or function. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Supervise Herbicide Applicators.

Minimum Education and Experience:

High school education or G.E.D and two to three years related experience and/or training; or an Associate's degree or equivalent from two year-college or technical school; or equivalent combination of education and experience.

Preferred Education and Experience:

Bachelor's degree from a four-year college or university; or four to five years related experience and/or training; or equivalent combination of education and experience.

Qualifications and Requirements: *Requirements listed below are representative of the knowledge, skill, and/or ability required.*

Completion of Noxious Weed Director training program.

Commercial application licenses - 9A and 1C.

Wildlife damage control 1C.

Valid Class A Commercial Driver's License (CDL) with proper endorsements (preferred).

First aid.

CPR certificate.

Defensive driving certificate.

Forklift operator license.

Bonded.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Ability to complete field inspections and identify noxious weeds and nuisance plants and animals.

Ability to follow instructions related to use of chemicals.

Ability to maintain records and complete reports.

Knowledge of federal and state laws and regulations related to chemical usage.

Knowledge of herbicide and pesticide storage laws and regulations.

Knowledge of current herbicide labels and laws.

Skill and knowledge in plant and noxious weed identification.

Competencies:

- Integrity
- Collaboration
- Resourcefulness
- Customer Service
- Stewardship
- Leadership

Mental and Physical Demands:

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit, walk, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee does generally lift and/or move over 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is always exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock and explosives. The noise level in the work environment is usually moderate to loud. This position is required to work with hazardous chemicals.

Acknowledgement: *This job description was reviewed with me and I understand that nothing in this job description restricts Finney County's right to assign, reassign or eliminate duties and responsibilities to this job at any time. This job description reflects Finney County's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work. I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by Finney County or myself.*

Employee Name (Print)	Signature	Date
Department Head (Print)	Signature	Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
0	Phil Hayes	5/30/19	Converted to New Format
1			
2			
3			
4			
5			