

Chelan County Noxious Weed Control Board Job Description

JOB TITLE: FIELD SUPERVISOR
DEPARTMENT: Noxious Weeds
REPORTS TO: Noxious Weed Control Board Coordinator
FLSA STATUS: Non-Exempt
PAY GRADE: PW07
JOB STATUS: Full-time Permanent
APPROVED: 2/23/2010 *updated 1/28/2019*

SUMMARY:

The Field Supervisor manages all aspects of weed control field activities and support functions with direction from the Noxious Weed Control Board Coordinator. Major duties include supervising field inspectors and weed surveyors; collecting field data using GPS and survey methods, conducting land-owner site inspections, weed control recommendations, and writing project reports for departmental budget and fiscal control of contracts and grants. Individual will assume department management duties when Coordinator is unavailable.

SCOPE OF RESPONSIBILITIES:

The Field Supervisor acts as agent for Chelan County and the Noxious Weed Control Board to citizens and taxpayers of Chelan County. All work is normally performed as outlined in accordance with the State Weed Law, RCW 17.10 and Chelan County Policies and Procedures for hiring, training, and managing seasonal field crews and support staff for survey of Class A and B Designate weeds in Chelan County. Responsibilities include managing multiple projects simultaneously, determining appropriate use of herbicides, hand pulling, noxious weeds, biological control and Integrated Weed Management (IWM) principals with an understanding of the cultural, economic and political issues affecting the Noxious Weed Control Board and the budget.

ESSENTIAL FUNCTIONS:

- Develop a seasonal work plan for field operations in consultation with and approval of the Noxious Weed Control Board Coordinator.
- Provide training and support for seasonal field personnel.
- Review time sheets of field personnel for accuracy and completeness.
- Monitor health and safety of all field employees.
- Collect and manage GPS data, digital photos and field observations
- Speak at meetings, hearings and community events providing specialized information regarding herbicides, hand pulling, noxious weeds, biological control and Integrated Weed Management Plan (IWM) and restricted-use herbicides.

- Contribute to the development of an effective outreach and educational campaign to facilitate weed control efforts between agencies and landowners.
- Help to maintain the database of Noxious Weeds in Chelan County.
- Respond to citizen reports of weed observations and recommend appropriate use of herbicides, biological agents and other control methods.
- Research property records and read and interpret legal descriptions to determine land ownership.
- Conduct property inspections and maintain accurate and complete records of land owner contacts.
- Work with commercial applications in the development of herbicide applications in accordance with provisions as set by law.
- Perform other reasonable related duties as assigned by the Coordinator.

NECESSARY SKILLS AND KNOWLEDGE

- Effective communication and public speaking skills.
- Excellent grammatical and professional level writing skills.
- Experience using basic surveying methods.
- Knowledge of invasive species and vegetation found Chelan County forests and environments.
- Use of photo interpretation techniques for location and identification of vegetative species.
- Ability to interpret and write legal descriptions.
- Demonstrated ability to work independently and collaboratively.
- Excellent computer skills using MS Office suite programs and GPS and GIS.

The statements contained herein reflect a general description of the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. They should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief during peak work periods or to balance the workload.

SUPERVISORY DUTIES

Will provide daily direction and supervision to 2-4 permanent and/or temporary summer employees, may occasionally provide supervision and direction to contractors and special project crews of up to 10-16 members as needed.

EDUCATION, EXPERIENCE AND LICENSES

Bachelor degree in natural resources, biology, ecology or related natural resource field. Five (5) years work experience in a Natural Resource discipline. Must have Washington State Driver's License, Washington State Public Consultants License, other licenses required for skill development and a personal vehicle.

PHYSICAL DEMANDS AND ENVIRONMENT

The working environment for the Field Supervisor is primarily in the field supervising field work, however time is required in the office for record keeping, land owner phone calls, daily posting of information and month-end and yearly reports.

The duties require working in all types of weather and temperature conditions, on rough terrain often in remote areas in direct sunlight and in contact with plants, poisonous weeds and occasional exposure to wildlife, including snakes and ticks.

Candidate must be able to lift up to 50 pounds, walk over uneven terrain and work in the heat. Must be able to carry a 25 lb. backpack sprayer over uneven terrain. Work involves bending, standing, balancing, climbing, kneeling, stooping, crouching, reaching, pushing, pulling, twisting, gripping with fingers and hands, shoveling, digging, lifting and carrying garbage bags full of weeds.