

CHAFFEE COUNTY, COLORADO

POSITION DESCRIPTION

Position Title: Weed Management Department Assistant Director

FSLA Status: Non-exempt

Dept/Division: Weed Management

POSITION SUMMARY:

The Chaffee County Weed Department Assistant Director supports the Weed Management Program Director and performs office and field duties associated with noxious weed management in Chaffee, Lake, and surrounding counties. This position may represent the County's membership in the Upper Arkansas Cooperative Weed Management Area (UACWMA). Provides expert advice and assistance regarding Integrated Weed Management (IWM) practices and related activities. Maintains proper permits, documents field operations, maintains daily, weekly, monthly, and annual records, writes grants, prepares reports, develops, and maintain maps/mapping databases. Supervises seasonal employees and provides landowner assistance and public interaction in a variety of settings. Maintains working relationships with a variety of local, state, federal and other agencies, in addition to private landowners.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duty statement are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time. Other duties as assigned.

Program Administration:

- Develops and manages contact with landowners, the general public, businesses, local, state, federal agencies, and non-governmental organizations in various content including site visits, emails, meetings, mailings, social media, and phone contact.
- Communicates verbally and in writing in a variety of settings, including program development, and reporting.
- Maintains daily records of biological, cultural, mechanical, and chemical management methods.
- Performs and records all required actions for pesticide safety compliance including Label inventory, SDS inventory, calibration, training, water quality permitting, license renewal, insurance and more.
- Performs administrative support duties including invoicing, mailings, emailing, copying, and answering telephones for the department.
- Attend Chaffee County Weed Advisory Board Meetings.
- Works with Geographic Information Systems and Global Positioning System software to ensure effective and accurate field data collection.

Program Implementation:

- Apply herbicides and operate within State law and/or regulation and reclamation standards, performs daily record keeping as required.
- Provide plant identification services.
- Represents the Department at regional, state, and regulatory agency meetings as well as in other public settings including, but not limited to; presentations, conferences, local events, Homeowners association meetings, weed tours, and news and media communications.
- Assistance with annual evaluation of program aspects including daily reporting, mapping process, agreement development, communications, workflows, procedures and more.

Field Activities:

- Performs field operations including sprayer calibration, mixing of herbicides, ATV operations, vehicle operation, equipment operation, equipment loading, herbicide application, and equipment repairs in the field.
- Maintains a safe working environment including practicing safe workplace procedures and wearing required protective equipment.
- Performs basic and detailed noxious weed mapping using GPS equipment.
- Monitors treated areas for success and adverse effects.
- Functions in a team environment as well as independently with little supervision.

EXPERIENCE AND TRAINING:

Minimum education: Graduate of an accredited 4-year college or university, preferably in weed science, agronomy, plant science, ecology and natural resources, or other related field), OR Associates Degree with a minimum of 3 years' experience related to the job duties listed, OR High School diploma or GED with 6 years' experience related to all aspects of the job duties listed.

Certificates or Licenses: Possession of (or ability to obtain within 3 months of hire) a valid Colorado Drivers License. Possession of (or ability to obtain within 6 months of hire) a Colorado Department of Agriculture Qualified Supervisors License with endorsements in agricultural weed control, rangeland weed control and industrial & right of way weed control.

Special professional and/or job-related requirements: Requires annual attendance at training seminars offering Continuing Education Credits to maintain pesticide licensure. Some training may require overnight travel within and outside of the State of Colorado.

Special Training or experience: Field experience related to noxious weed control and Integrated Weed Management is required. The ability to use digital systems and application software on desktops, laptops, tablets, cell phones, and other equipment. Basic understanding of and experience in weed mapping is required. Advanced understanding of Global Information Systems, field operation mapping, and map development is strongly preferred. Experience with environmental grant writing is preferred. Experience working in remote locations along and with

a team preferred. Familiarity with a range of implementation and administrative software for record keeping, report development and project presentations is preferred including Microsoft programs (Word, excel, PowerPoint), Google apps (Docs, Sheets, and Slides), Esri ArcGIS apps (Pro, Online, Quick Capture, Survey 123, etc.), and other GIS software. Ability to operate heavy equipment and or automobiles/trucks/ATV's/UTV's.

REPORTING RELATIONSHIP

This position reports to: Chaffee County Weed Program Director

This position has supervisory and/or management responsibility for: Seasonal Employees

EQUIPMENT USED: Telephone, laptop, desktop, scanner, fax, calculator, handheld Global Positioning System equipment, 4-wheel drive vehicles, 2-wheel drive vehicles, ATV's, UTV's, trailers, herbicide application equipment, backpack sprayers, and hand-held equipment including rakes, shovels, other digging tools.

PHYSICAL REQUIREMENTS: The physical demands here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to:

1. Stand; walk; use hands, fingers, and grasp objects, tools, and equipment; reach with hands and arms; talk; and hear.
2. The employee regularly lifts and/or moves twenty (20) pounds, and occasionally is required to lift and/or move up to fifty (50) pounds with assistance.
3. Ability to hike through rough, uneven, or sloped terrain, work out of door in a variety of conditions and climates.
4. Ability to frequently operate 4-wheel drive vehicles, all-terrain vehicles, and farm equipment. The employee will be asked to survey for noxious weeds on foot, from truck and by ATV.
5. Specific visual acuity required including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS: The work environment described here are representative of those an incumbent will encounter while performing the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform essential job functions.

Approximately 60% of this position's duties are performed in an external environment that may require the use of safety gear. While performing this job the incumbent may be regularly exposed to moving mechanical parts; adverse weather conditions and elements including high wind, rain, hail, and intense sunlight; loud noises; exposure to a range of chemicals, fumes, and dusts; and exposure to wildlife hazards including vertebrate and invertebrate animals, poisonous plants, or other wildlife hazards which may have the potential to impact human health.

Approximately 40% of this position's duties are performed in an office or indoor business environment.

SKILLS AND ABILITIES

- 1. LANGUAGE SKILLS:** Ability to convey ideas and communicate facts verbally and in writing; participate in meetings; listen and clarify when needed; ability to interpret written directions. Proficient interpersonal skills including the ability to interface with elected officials, decision makers, landowners, and other professionals. Ability to read, interpret and understand documents such as safety rules, herbicide labels, and safety data sheets (SDS).
- 2. MATHEMATICAL SKILLS:** Knowledge of standard mathematical concepts and tools and the ability to apply those concepts to maintain herbicide inventories, calculate herbicide rates, calculate acreage, and calibrate equipment. Knowledge of mathematical concepts including additions, subtraction, multiplications, division, volumetric measurements and conversions, and the ability to apply these concepts in a variety of situations.
- 3. REASONING ABILITIES:** Ability to make timely and informed decisions by balancing experience, facts, goals, and risks. Contributes original and resourceful ideas that provide solutions to workplace challenges. Safely use tools, machines, equipment, vehicles; regularly inspect and maintain equipment; respond quickly to malfunctions. Address problems by weighing possible solutions, pros and cons. Demonstrate a commitment to safety and adhere to all workplace and trade safety standards, laws, regulations, standards, policies, and practices.