

Chelan County Noxious Weed Control Coordinator Announcement

Weed Control Board Coordinator wanted for Chelan County to provide consultation, weed identification and vegetation management recommendations; conduct surveys and collect data on the distribution of noxious weeds. Degree in Horticulture or similar field and 2-4 yrs experience with weed control and identification or equivalent combination are required. Salary \$3014-\$3489 per month DOE. Complete job description and application can be found at www.co.chelan.wa.us/employment or call 667-6311. To apply send resume, cover letter and completed application to: Human Resources, 400 Douglas St., Wenatchee, WA 98801 by March 10.

Job Description

Job Title: Coordinator
Department: Noxious Weed Control Board
Reports To: Chairman
FLSA Status: Nonexempt

SUMMARY

Supervises and coordinates activities of workers engaged in detecting presence of noxious weeds and plant diseases in county crops and counting insect population by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Maintaining accurate and up-to-date knowledge about the ecology, physiology, and management of noxious weeds.
- Representing the department and coordinating activities between other agencies.
- Assigning fields to workers, distributing sampling worksheets, and briefing new workers on identifying characteristics of prevalent noxious weeds.
- Compiling sampling-results data from worksheets to prepare composite weed reports for each field.
- Transporting workers to and from fields.
- Providing information and education to the public.
- Interpreting policies to workers and enforcing safety regulations.

- Suggesting changes in working conditions and use of equipment to increase efficiency of work crew.
- Analyzing and resolving work problems, or assisting workers in solving work problems.
- Maintaining time and production records.
- Performing activities of workers supervised.
- Preparing and administering departmental budget.

SUPERVISORY RESPONSIBILITIES

Directly supervises one employee in the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) in Horticulture or equivalent from four-year college or university; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Washington State Drivers License; Washington State Pesticide Applicators License

PHYSICAL DEMANDS

The 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 and walk. The employee frequently is required to talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus

WORK 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 regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.