

Title: Noxious Weed Supervisor	Grade:
Reports To: Board of County Commissioners	FLSA: Exempt
Department: Noxious Weed	Modified Date: July 1, 2013

JOB SUMMARY:

Under the general supervision of the County Commissioners, the Noxious Weed Supervisor is an exempt position under the FLSA. The Supervisor is responsible for the day-to-day operation of the noxious weed function for the county. This position oversees the personnel and budget, ensures environmental mandates are met, maintains compliance with state and federal agencies and regulations, and ensures that necessary reports are prepared. This position is responsible for outreach and education of the public regarding noxious weeds.

ESSENTIAL FUNCTIONS:

- Enforces and maintains compliance with all federal, state, and local laws and ordinances;
- Develops and administers department policies and procedures;
- Supervises, evaluates, and trains department personnel;
- Fields questions, concerns, and complaints from the public, citizens, business community;
- Assists with the budget, and controls expenditures and provides input on revenue sources;
- Supervises the operation of the entire department;
- Prepares and completes reports;
- Purchases necessary equipment and supplies for the department;
- Performs public education, speaking and outreach when new projects are being implemented and for ongoing activities;
- Researches the type of equipment to purchase or programs to support, prepares bid specifications for equipment, projects and supplies; determines cost alternatives with pros and cons, and provides recommendations to supervisor;
- Develops short-term and long-term goals for department;
- Consults and advises the County Commission on matters relating to projects and department operations;

- Evaluates the conditions of the department operation and recommends steps to complete work in a timely manner;
- Implements and maintains training and safety programs;
- Performs or requests that maintenance and servicing work in connection with the operations of related equipment be completed;
- Provides administrative and supervisory control in administering the Kansas Noxious Weed Law, directs countywide noxious weed and roadside vegetation management programs;
- Surveys private lands, identifies noxious weed infestations, informs and educates the public on official methods of noxious weed control, inspects cooperators' work, sends official notices, and legal notices to non-cooperators, and does follow-up enforcement treatments of noxious weeds; Surveys public lands for noxious weeds, coordinates and contracts for noxious weed control, brush and mowing activities with state, county, township, city, and other local jurisdictions including railroads;
- Enforces the requirements of the Kansas Noxious Weed Law, performs the duties assigned by state statutes, establishes and maintains a written program for controlling each noxious weed species in Anderson County, and keeps a complete mapping system of all noxious weed infestations and acres treated;
- Purchases, sells, delivers, and inventories herbicides; Makes chemical recommendations for treatment of noxious weeds in compliance with official regulations adopted by the Kansas State Board of Agriculture; Makes recommendations to the public on lawn weed control and brush control by use of chemical labels and KSU research;
- Attends regular training sessions in noxious weed management, commercial Category 9A and 6 certifications, household hazardous waste management, hazardous materials response, and employee management;
- Develops and manages a system for maintaining accurate records of chemical sales, noxious weed treatment, budget summaries, cash balance, accounts receivable, accounts payable, property inventory, and household hazardous wastes inventories; Prepares annual reports for the Kansas Department of Agriculture;
- Purchases or approves purchases of commodities and equipment, submits bids for large purchases and approves vouchers;
- Maintains calibration equipment, inspects grain at elevators and hay for farm sales, puts out test plots on chemicals, and surveys 10% of county sections for noxious weeds;
- Takes appropriate measures, and educates workforce and public regarding any hazardous materials have been transported to the site;

- Uses software to produce correspondence, reports, tables, and schedules; Assembles a variety of routine reports and tables;
- Employee is directly responsible for the safe and economical operation of departmental equipment, efficient use of materials, and productivity of assigned crew;
- Other duties as deemed necessary or as required.

SECONDARY FUNCTIONS:

- Other duties as may be assigned;
- Operating equipment for the road department, working on asphalt, bridge work and special assignments.

SUPERVISORY FUNCTIONS: 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. Supervises direct reports include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function 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.

KNOWLEDGE, SKILLS:

- Knowledge of state and federal regulations;
- Knowledge of chemicals and applications, identification of noxious weeds.

ABILITY:

- Ability to apply principle of logical thinking to a wide range of practical problems;
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
- Ability to deal with problems involving several concrete variables in standardized situations;
- Ability to advise subordinates on technical mechanical solutions;
- Ability to schedule, lay out, direct, and supervise the work of employees;

- Ability to read, analyze, and interpret professional journals, reports and studies, professional and technical procedures, governmental regulations and statutes; Ability to write and prepare reports, business correspondence, and procedure manuals; Ability to effectively present and communicate both orally and in writing with other managers, elected officials, customers, businesses, and the general public;
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; Ability to apply concepts of basic algebra and geometry;
- Ability to define problems, collect data, establish facts, and draw valid conclusions; Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables;
- Must possess strong computer skills that at a minimum include Microsoft Office Suite products including Word and Excel, ability to work with database systems.

COMPETENCIES:

- To perform the job successfully, an individual should demonstrate the following competencies:
- Problem Solving - Identifies and resolves problems in a timely manner; works well in group problem solving situations;
- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments;
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; remains open to others' ideas and tries new things;
- Communication - Listens and gets clarification, ability to read, write and understand instructions;
- Teamwork - Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives;
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time;
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan;

- Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed;
- Innovation - Generates suggestions for improving work;
- Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly;
- Ethics - Works with integrity and ethically.

CERTIFICATIONS, LICENSES, REGISTRATIONS: Pesticide Application Certifications 9A-6.

REQUIRED EDUCATION AND/OR EXPERIENCE:

Two years related experience and/or training; or equivalent combination of education and experience.

PREFERRED EDUCATION AND/OR EXPERIENCE:

Three years related experience and/or training; or equivalent combination of education and experience.

PHYSICAL CONDITIONS:

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; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 25 pounds, and on occasion lift and or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

WORKING CONDITIONS:

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

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.

SIGNATURE/APPROVAL

Employee

Date

Supervisor

Date

Department Director

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.