

Montgomery County Public Works Job Description

Job Title: Noxious Weed/HHW Supervisor
Department: Public Works
Reports To: Public Works Coordinator & Road Supervisor
FLSA Status: Non-Exempt
Location: Independence
Salary Level:
Date: **March 2020**

SUMMARY: Entry to, and continuation in, this position is subject to annual appointment by the Board of Commissioners and continued approval by the Kansas Secretary of Agriculture.

The direct supervision of the day-to-day activities required of the Montgomery County Noxious Weed Division and Household Hazardous Waste Collection Programs.

Supervision is exercised over all noxious weed control and household hazardous waste activities. Assist in the proper training of permanent, part time, temporary and contract employees when needed.

When not engaged in required noxious weed control and household hazardous waste activities, this employee will work with the direction of the Road Supervisor in the performance of removal of vegetation, tree, and brush in the right of way.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties will be assigned.

Ability to organize and plan work assignments.

Ability to effectively train and give clear guidance and instructions to subordinates.

Ability to evaluate employees' work performance, including the ability to document and discipline.

Ability to lead and stimulate employees in a capable and forceful manner.

Attends training sessions on the use, application and safeguards pertaining to noxious weed controls and household hazardous waste methods and regulations.

Holds and keeps current all certifications as may be required by local, state, and federal agencies, for all Noxious Weed and Household Hazardous Waste functions.

Advises property owners and others on weed problems and recommends specific products and proper mixing and dosage rates.

Conduct public education programs regarding the proper disposal of Household Hazardous Waste. This function may require community involvement outside of normal working hours.

Confers with farmers and schedules spraying activities.

Writes articles and distributes information to citizens regarding herbicides and their use and Household Hazardous Waste identification and disposal.

Must communicate with the public in a courteous manner.

Assures safety of employees through training programs and on-the-job instructions.

Surveys County to identify noxious weed growth.

Prepares chemical solutions and sprays infected areas as required to eradicate noxious weeds.

Responsible for proper care, maintenance and calibration of equipment required for noxious weed eradication and control and household hazardous waste collection, storage, and disposal.

Recommends equipment and personnel needed in the Noxious Weed and Hazardous Waste Control Programs.

Operate a 1-ton truck, weed sprayer, and related equipment to assist in the control of noxious weed and operate a truck and trailer within and outside the County.

Must be available for call outs.

Prepares all statutory required reports as well as reports as may be requested by the Public Works Coordinator.

SUPERVISORY RESPONSIBILITIES: Directly supervises all assigned employees. Carries out supervisory responsibilities in accordance with the County and Department policies and applicable regulations, statues, and federal laws. Responsibilities include interviewing 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: High School diploma or general education degree (GED); and three years related experience and/or training; or equivalent combination of education and experience. Must meet regulatory requirements for approval of Kansas Secretary of Agriculture.

Those additional requirements are that the person entering this position has two years of experience in governmental or commercial weed control work or two years experience in agricultural production.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively and communicate with the public and employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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.

FINANCIAL ACCOUNTABILITY: Employee is responsible for making purchases in accordance with Montgomery County's Procurement Policy and participates in the annual departmental budget process.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid Class A CDL with Tanker Endorsement within twelve (12) months of assignment. Must be able to obtain within one-year, Commercial Pesticide Applicator certification in the following categories: #6 Right-of-Way, #9A Noxious Weed, and #1D Cut Stump Treatment. For Household Hazardous Waste, must attend Hazwoper class and receive a training certificate. Must be willing to attend other training classes as required.

OTHER SKILLS AND ABILITIES: Must have thorough knowledge of the county road system and the ability to properly interpret legal descriptions.

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 talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

The employee must frequently lift and/or walk considerable distances over rough ground while carrying up to 50 pounds and occasionally stoop and lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions and vibration. This position involves working in confined areas with chemicals as well as exposure to extreme heat. The noise level in the work environment is usually moderate.