



WEED CONTROL PROGRAM SPECIALIST JOB DESCRIPTION

Job Title: **Weed Control Program Specialist**

Job Code: **WC103**

Pay Grade: **118**

Effective Date: **November 2021**

FLSA: **Non-Exempt**

Revision Date: **December 2022**

NATURE OF WORK

Under general supervision, plans, develops, and coordinates the County's weed management and invasive species control programs for the Lewis County Weed Control Board; develops, coordinates, and provides oversight to a variety of informational activities to promote public awareness and community involvement in weed reduction programs.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organizes, coordinates, and conducts weed reduction outreach programs, activities, and special events for the Lewis County Weed Control Board, including invasive plant species control.
- Oversees, schedules and performs a variety of noxious weed treatment activities on public and private land, leads crews of noxious weed technicians and volunteers, conducts surveys and inspections for the presence of noxious weed species, models best practices, and promotes integrated pest management practices to the public.
- Coordinates programs to educate the public on weed reduction programs and on community services available through the County and other regional resources.
- Delivers educational services and information to target population through educational programs, classroom presentations, public workshops, and community events.
- Reports and provides support to the Program Coordinator in scheduling and prioritizing fieldwork; oversees seasonal field technicians and tracks progress on a variety of projects.
- Tracks program supplies and expenditures associated with work activities; identifies, evaluates and reports ongoing expenses and supply needs to Program Coordinator.
- Collects, records, and maintains data and other information associated with noxious weed treatments, including GIS records of infestations and pesticide application records whenever applicable, in keeping with all standards established by the Lewis County Noxious Weed Control Board and any agencies partnered with (i.e. the US Forest Service).
- Promotes weed reduction programs, activities, and special events; coordinates with other community services organizations.

- Prepares monthly reports in accordance with grant reporting requirements; tracks program expenses and accomplishments; identifies and evaluates program grants.
- Attends and participates in program meetings and advisory board meetings as required.
- Provides technical assistance to residents and businesses on weed reduction programs and local projects; collects field survey data as required.
- Monitors and evaluates program compliance with laws, rules, regulations, and standards; monitors and evaluates program performance; recommends and implements modifications to policies and procedures.
- Represents the County to local residents, private landowners, businesses, and other organizations on weed reduction issues.
- Compiles program participation data and maintains records, reports and statistical information.
- Maintains records and develops reports concerning new or ongoing programs and program effectiveness; prepares statistical reports as required.
- Performs other duties as assigned.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and off-site environments occasionally or often off-trail and in heavily vegetated or forested areas; work involves moderate physical demands with the ability to lift 50 pounds on a regular basis; exercises safe ergonomic practices with spray and related equipment and complies with federal and state regulations regarding chemicals; frequent use of a personal computer.

EMPLOYMENT STANDARDS:

Associate's Degree in Bio Science, Business Administration, Public Administration, or related field; AND two (2) year's community service program management experience. Experience in environmental science and natural resources programs is preferred.

A valid Driver's License is required. Specific technical training and certifications in pesticide management from the Washington State Department of Agriculture are required.

KNOWLEDGE AND SKILLS:**Knowledge of:**

- County policies and procedures.
- Washington State Department of Natural Resources, Department of Agriculture, Department of Ecology, US Forest Service and Noxious Weed Control Board policies and procedures.
- Applicable laws, rules, and regulations covering weed reduction programs.
- Principles, practices and techniques of weed reduction and management.
- Reporting requirements for state or federal grant and permit programs.
- Processes and standards for developing and implementing community service programs.
- Community service grant programs, funding sources, and program reporting requirements.
- Methods for providing weed reduction program information to the public.
- Principles and practices of GIS computer systems and software applications.

- Principles of record keeping and records management.
- Botany and/or pesticides as it relates to the utility of herbicides in professional weed control contexts.

Skills in:

- Identifying both native and invasive plants of the Pacific Northwest to the genus and species level.
- Coordinating, implementing, monitoring, and evaluating community service programs and services.
- Maintaining safety and efficiency in fieldwork settings while using hazardous chemicals.
- Soliciting and administering Federal and State grants for weed reduction projects and programs.
- Effectively presenting information in classroom environments and at community events.
- Interacting with people of all social, economic, cultural, and ethnic backgrounds.
- Maintaining accurate records and quality control in data collection and management.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.