



Mission: To provide noxious weed and pest management services to the residents of Fremont County by applying integrated pest management practices which consider the environment, the economy, and the well-being of our resources.

*Safety * Public Service * Communication * Innovation * Dedication * Education*

Job Title: Assistant Supervisor – District Projects

Reports To: District Supervisor

FLSA Status: Full-time, Exempt

SUMMARY:

Under the direction of the District Supervisor, the position exercises considerable discretion and responsibility towards the implementation of an effective program for the control of designated and declared weeds and pests.

DUTIES AND RESPONSIBILITIES:

Essential Duties

- **District Special Weed Control Programs** - Directs and manages the District weed control programs within the Fremont County area
- **Personnel Management** - Recruits, hires, trains, supervises, reviews and terminates personnel
- **District Lead Bio Control Specialist** - Directs and manages the District biological control program
- **District Outreach and Education Lead** - Directs and manages the District public outreach and education program
- **Safety Programs** - Directs and manages safety programs for assigned area
- **Equipment Maintenance Programs** - Directs and manages maintenance programs within assigned area

Other Duties

- Develops, monitors, and improves program goals
- Sees that expenditures fall within budget guidelines
- Manages contracts and cooperative agreements with individuals, companies and agencies
- Purchases equipment and supplies under District guidelines
- Provides technical assistance to Fremont County citizens for the integrated control of weeds and pests
- Develops and/or implements cooperative agreements with public, state and federal, land management agencies
- Promotes District programs via the media, internet, web page and travel to meetings
- Conducts research on weed and pest control technologies
- Maintains membership in professional associations and attends professional conferences and meetings
- Participates in professional development
- Provides public education and training on integrated weed and pest management
- Develops and provides staff training fostering a positive attitude toward District goals, worker safety, environmental stewardship, equipment maintenance, pesticide application, record keeping, and public relations
- Resolves disputes between the District and cooperators
- Investigates complaints of employees regarding harassment and discrimination
- Maintains and safeguards personnel records
- Represents the District professionally
- Performs all other duties as assigned by the District Supervisor

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.

- Ability to identify common Western invasive plant species
- Knowledge and understanding of integrated pest management
- Ability to maintain high degree of motivation in team members to retain focus of providing high levels of customer satisfaction
- Ability to build strong bonds with employees to foster open, honest and candid communication
- Ability to successfully operate with ambiguous guidelines
- Ability to create and maintain confidentiality when dealing with proprietary information and sensitive situations
- Obtain Certification as a Wyoming Weed and Pest Supervisor under W.S 11-5-105(iv) and 106
- Maintain current certification as a Wyoming Commercial Pesticide Applicator for all categories pertinent to employment
- Maintain appropriate Wyoming Driver's License
- Ability to adhere to District policies and procedures
- Ability to spend long hours at a computer completing documents, reports, word processing, and spreadsheet maintenance
- Ability to perform routine vehicle and equipment maintenance

EDUCATION / EXPERIENCE:

- Bachelor's degree from an accredited college or university in biological sciences, agriculture, or natural resources with course work in rangeland management, weed science, agronomy, ecology, botany, and/or entomology, and
- Three years related experience and/or training or equivalent combination of education and experience in ecology, range management, weed science, weed and pest control, and management of seasonal employees or;
- Five to seven years related experience and/or training or equivalent combination of education and experience in ecology, range management, weed science, weed and pest control, and management of seasonal employees

COMPUTER SKILLS:

- Training and skills working with ESRI GIS software, Microsoft software, and a basic knowledge of a variety of computer configurations is critical.

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents
- Ability to respond to common inquiries or complaints from the public, regulatory agencies, or members of the business community
- Ability to write speeches and articles for publication that conform to prescribed style and format
- Ability to effectively present information to principal parties and employee teams as well as regulatory agencies and cooperators
- Ability to communicate sensitive information to principal parties and employees
- Ability to understand and adhere to contracts and grants

MATHEMATICAL SKILLS:

- 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 to calibrate spray equipment, determine application rates for pesticides, determine treatment costs, set rates, and make recommendations to cooperators

REASONING ABILITY:

- 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

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 use hands to finger, handle, or feel.
- The employee frequently is required to walk, sit, and talk or hear.
- The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl; climb around on equipment; walk on uneven ground with heavy foliage.
- The employee must occasionally lift and/or move up to 50 pounds, walk with a loaded back pack, spray weeds and pests, and work with a variety of pesticides.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
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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.

- The noise level in the work environment is moderate to loud as the location of work place varies from normally quiet office to working in the field around noisy equipment.
- Temperature can vary from normal indoor office environments to outside working conditions running from sub-zero in the winter to 100 degrees plus in the summer.