



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*

Fremont County Weed and Pest Control District seeks to fill the position of Program Manager – Weed Free Forage, Mosquito, & Data. Please submit your cover letter, resume, three references, and college transcripts to Kim Johnson at kim@wyoming.com or mail to Fremont County Weed and Pest Attn: Kim Johnson, 450 North 2nd Street, Rm 325, Lander, WY 82520.

Applications will be accepted until March 16, 2018.

Fremont County Weed and Pest Control District offers competitive salary depending on education and experience. Benefits package includes Wyoming state retirement and deferred compensation, paid holidays, sick leave, vacation leave, and participation in the Fremont County Government health insurance and wellness program.

Job Title - Program Manager – Weed Free Forage, Mosquito, & Data

Location –Riverton, Wyoming

Reports to –Riverton Assistant Supervisor

FLSA Status - Non-exempt, Full Time, Salary

SUMMARY:

Under the direction of the Assistant Supervisor GIS & EDRR/District Supervisor the position exercises considerable discretion and responsibility towards the development and implementation of effective programs for the control of designated and declared weeds and pests.

DUTIES AND RESPONSIBILITIES:

Essential Duties

- **Weed Free Forage Program** - Manages assigned projects and aids the implementation of the District certified weed free forage program.
- **High Priority & GIS Programs** - Manages assigned projects and aids the implementation of the District early detection, rapid response, and geographic information systems programs
- **Mosquito Program** – Manages assigned projects for District mosquito program including, but not limited to, trapping, sorting, West Nile Virus testing and reporting, and mosquito grant administration.
- **IT and Data Management** - Aides the management of the District information technology needs and digital data management

Other Duties

- Promotes District programs via the media, internet, web page and meetings
- Provides public education and training on integrated weed and pest management
- Represents the District professionally
- Assist as directed in supervising seasonal employees assigned to specific tasks
- Manages contracts, grants, and cooperative agreements with individuals, companies and agencies
- Develops and/or implements cooperative agreements with public, state and federal, land management agencies
- Develops, monitors and improves program goals

- Provides technical assistance to Fremont County citizens for the integrated control of weeds and pests
- Conducts research on weed and pest control technologies
- Attends professional meetings to report on District research and activities
- Participates in professional development
- Maintain District equipment under District guidelines
- Recommend improvements to District programs, safety, equipment and policy
- Purchases equipment and supplies under District guidelines
- Accurately generate, maintains and safeguards required District records
- Performs all other duties as assigned by Assistant Supervisor GIS & EDRR/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 maintain high degree of motivation in team members to retain focus of providing highest levels of customer satisfaction
- Ability to build strong bonds with peers to foster open, honest and candid communication
- Ability to successfully clarify ambiguous directions
- Ability to create and maintain highest levels of confidentiality when dealing with proprietary information and sensitive situations
- Ability to adhere to District policies and procedures
- Maintain appropriate Wyoming Driver's License
- Maintain current certification as a Wyoming Commercial Pesticide Applicator for all categories pertinent to employment
- Ability to spend long hours at a computer
- **Ability to complete tedious computer tasks repeatedly**
- Ability to perform routine vehicle and equipment maintenance

REQUIRED EDUCATION / EXPERIENCE:

- Associates degree from an accredited college or university in biological sciences, agriculture, GIS, or natural resources, or;
- Three years related education, experience, and/or training, or equivalent combination of education and experience to establish a foundation for continuous on the job training

PREFERRED EDUCATION / EXPERIENCE:

- Bachelor's degree from an accredited college or university in biological sciences, agriculture, or natural resources, with training in GIS or;
- Three to five years related experience and/or training in weed and pest management, land management, or natural resource management and GIS

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 communicate effectively to supervisors, peers, and subordinates

- Ability to respond to common inquiries or complaints from the public, regulatory agencies, or members of the business community
- Ability to effectively present information to principals and employee teams as well as regulatory agencies and cooperators
- Ability to understand and adhere to contracts and grants

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as discounts, 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 redirect efforts as conditions alters initial daily assignments with a minimum of direct supervision

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.

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.

ADDITIONAL REQUIREMENTS: Fremont County Weed and Pest is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. The District has a smoke free working environment and is a drug free workplace. All employees are subject to pre-employment, random, and for cause testing for drugs and alcohol.