



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 - Program Manager (Irrigation Weed Control Programs)

Location –Riverton, Wyoming

Reports to –Riverton Assistant Supervisor

FLSA Status - Non-exempt, Full Time, Salary

SUMMARY:

Under the direction of the Assistant 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 and project specific vegetation management.

DUTIES AND RESPONSIBILITIES:

Essential Duties

- **District Wide Irrigation Weed Control Program** - Under the direction of the Riverton Assistant Supervisor, manages assigned projects and aids the implementation of irrigation systems weed control contracts.
- **Weed Control Programs**- Manages assigned projects and aids in the implementation of various weed control programs as assigned.
- **Seasonal Staff Management** - Manage assigned seasonal staff with responsibility over daily safety, accountability, job site work ethic, and performance
- **District Equipment Maintenance Program**- Develops and implements a District equipment maintenance program.

Other Duties

- Maintain regular contact with the Riverton Assistant Supervisor concerning program/contract status and concerns
- Assists with the Riverton Assistant Supervisor in developing, monitoring and implementing specific program goals
- Monitors contract budget expenditures
- Maintain District contact with cooperator/contract/agreement representatives during pre-operational planning, operations and post operation activities as requested by the Riverton Assistant Supervisor
- Maintain District Equipment under District guideline
- Recommend improvements in District Programs, Safety, Equipment and Policy
- Purchases equipment and supplies under District guidelines
- Assist as directed in supervising seasonal employees assigned to specific tasks
- Participates in professional development
- Accurately generate, maintains and safeguards required District records
- Represents the District professionally
- Performs all other duties as assigned

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 employees to foster open, honest and candid communication
- Ability to successfully clarify ambiguous directions
- Ability to adhere to District policies and procedures
- Ability to perform routine vehicle and equipment maintenance
- Ability to maintain current class A commercial driver's license
- Ability to maintain current certification as a Wyoming Commercial Pesticide Applicator for all categories pertinent to employment.
- Ability to perform the physical tasks required

REQUIRED EDUCATION / EXPERIENCE:

- Associates degree from an accredited college or university, 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, or;
- Three to five years related experience and/or training in weed and pest management, land management, or natural resource management
- Class A CDL with tanker endorsement

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.