

Wasco County Soil & Water Conservation District

Job Description

Job Title:	Lower Deschutes CWMA Coordinator
Employment Status:	At Will Employee
FLSA Status:	Non-exempt
Reports To:	Weed District Supervisor
Salary Range:	GS 5-1 to 9-1 DOE

Full-Time position, with benefits, grant funding dependent.

GENERAL STATEMENT OF DUTIES: The purpose of this position is to coordinate planning, contacts, agreements and administrative activities necessary to successfully implement and maintain the Lower Deschutes Cooperative Weed Management Area. The Coordinator will lead seasonal Weed Technicians in preventing the establishment and spread of noxious and nuisance weeds in accordance with County, State and Federal Weed Laws. Performs other duties as assigned. Reports all concerns directly to supervisor.

SUPERVISION RECEIVED: Works under the direct and indirect supervision of the Weed District Supervisor.

ESSENTIAL DUTIES:

1. Prioritize and coordinate day-to-day activities of seasonal Weed Technicians.
2. Procure grant funds supporting the project, administer associated reports.
3. Collaborate with Federal, State and local land managers and private landowners in weed control efforts. Conduct meetings as necessary.
4. Inventory and maintain supplies and materials associated with the project.
5. Uses weed control methods including chemical, biological and manual removal of weeds.
6. Formulates mixtures, rates and timing of herbicide applications.
7. Documents all work performed on a daily basis including location, weather conditions, products and rates, equipment used and timing.
8. Maintains spray equipment and vehicle including minor mechanical work, wiring, plumbing and calibration for proper spray applications.
9. Uses a variety of spray equipment including electrical, mechanical and manual.
10. Coordinate restoration activities including re-seeding as needed.
11. Conducts surveys by vehicle and on foot to locate new weed infestations and determine success of prior control methods. Accurately documents findings on maps.
12. Utilize GPS, GIS and other technologies as needed associated with the project.
13. Manage photopoints visually documenting habitat manipulation.
14. Obtains and maintains required State licenses for herbicide applications, OHV and Boaters certificates.
15. Coordinate outreach activities, signage and media releases as needed.

16. Attends professional development workshops and seminars annually.
17. Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS:

1. **Ability to:** work closely with other agency, landowner and non-governmental personnel; communicate effectively orally and in writing; deal tactfully with the public; establish and maintain effective working relationships with superiors and peers; comprehend and follow instructions; make arithmetic and measuring calculations accurately at an acceptable speed; prioritize concurrent demands; work independently; maintain a courteous, helpful manner; maintain accurate and complete records; identify and report abnormalities encountered.
2. **Knowledge of:** thorough knowledge of chemicals used in weed control and their application; the necessary safety precautions used when applying herbicides; various types of weed problems found in cropping systems, range land and roadsides; plant identification; state and county noxious weed laws; current farming practices. Considerable knowledge of noxious weeds and ecosystem dynamics in a dryland habitat. Reasonable knowledge of application equipment, its use, maintenance and repair.
3. **Skills in:** operation and maintenance of spraying equipment; operation and maintenance of off-road vehicles; mixing of herbicides for applications; Geographic Information Systems (GIS); GPS technologies; grant and report writing.
4. **Special qualifications:** ability to obtain State Public Pesticide Applicators License. Valid driver's license with clean driving record.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent; college degree in a related field such as agronomy, crop science, plant taxonomy, range management, soils or weed control; experience in herbicide applications; OR any satisfactory combination of experience, education and training that demonstrates the ability to perform the above described duties.

WORK ENVIRONMENT:

The work environment is mainly outdoors with some indoors, based on seasonal demands. Work will be performed in noisy areas and variable temperatures. Employee may be exposed to extreme heat or cold, various chemicals, noxious fumes, insect stings, snakes, dampness, dust, pollen, machinery, traffic, specialized equipment and fuel. Protective equipment may be required for some job functions and will be supplied.

PHYSICAL DEMANDS:

Job requires sitting, standing, walking, hiking, lifting up to 50 pounds (daily) and up to 100 pounds (weekly or less), use of hand held equipment, manual dexterity, visual acuity, ability to adapt to a changing work environment.

BACKGROUND SCREENING

The USDA Natural Resources Conservation Service requires everyone who uses USDA equipment and has access to producer records to pass a background screening and receive a favorable adjudication. This is essential for employment with the District. The District also conducts regular DMV records checks to screen for serious violations.

CONTACTS WITH OTHERS

This position has daily, face to face interactions with District and USDA Service Center staff, including short weekly staff meetings. Frequent interactions in person, via phone, email, and written correspondence occur with other SWCDs, and the many state, federal and local agencies with whom the District works. In addition, similar interaction occurs between staff and the District’s clientele, primarily local farmers and ranchers. Typical interactions may include exchange of information, sharing of technical information, coordination of on-going projects or discussion of potential new projects. Care must be taken to avoid sharing information governed by the privacy act, most of which is private landowner information.

EVALUATION:

The Coordinator’s work is evaluated on a regular basis by the District Supervisor. A formal review will be conducted annually.

I, _____, have read and agree to the functions, responsibilities, requirements and demands of the position described above.

Employee signature

Supervisor signature

Date

Date