



Weed Control Supervisor

Job Description

Department: Public Works
Position: Career Service
Grade: 724
Supervisory: Supervisor
Reports to: Division Manager – Roads and Weeds

Summary

Under general supervision of the Division Manager – Roads and Weeds, performs supervisory, administrative, and technical weed eradication work in overseeing and coordinating operations of the Utah County Weed Control Program.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervises the daily activities of assigned personnel including scheduling, assigning, and monitoring work.
2. Assists in making staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
3. Oversees safety compliance and provides training in the operation of equipment and use of herbicides.
4. Prepares and submits budget recommendations to the department head; prepares and submits applications for various grants; prepares statistical data and monitors program compliance with grant requirements.
5. Establishes priorities for repair and purchase of equipment; prepares requisitions for supplies and materials and completes specification sheets on equipment to purchase.
6. Surveys county properties, public and private, for infestations of noxious weeds; informs private owners of potential infestations on their property and their responsibility to eradicate the same; obtains permission to enter property.
7. Receives and investigates complaints of noxious weeds throughout the county; identifies the variety of weed and the most effective herbicide to be used in its eradication; schedules and monitors operation of county spray projects on public and private land; enforces various laws governing the programs; initiates sanctions for violations of laws and regulations.
8. Consults with farmers and other interested landowners on the benefits, techniques, and costs of weed eradication and control.

For Office Use Only

Job Code: 7800
Job Title: Weed Control Supervisor
FLSA: Non-Exempt
Effective Date: 11/7/2024
Public Safety: No

Worker's Compensation: Streets/Roads
Background Level: I
Safety Sensitive: Yes
DOT: Yes
ML: Supervisor

9. Compiles data on infestations, areas treated, amounts and types of chemicals used; prepares and submits reports to various state and federal entities.
10. Develops and maintains biological control insectaries for noxious weeds.
11. Attends Utah County Weed Board meetings and appraises board of noxious weed problems, projects, and activities; works with county officials, other county weed boards, the department of agriculture, the bureau of land management, and state trust land and forest service officials.
12. Assists with road maintenance and snow removal duties; inspects and operates loader, roller, sander, snow plow and other heavy equipment as required.
13. Maintains flood channels and debris basins including cleaning up, monitoring for unsafe conditions, and adjusting discharge rates.
14. Operates computerized and mechanical weed sprayers and chemical handling equipment, rough cut mowers, and common hand and power tools.

Knowledge, Skills, and Abilities

- Considerable knowledge of safety inspection practices and procedures
- Considerable knowledge of plant identification and vegetation management techniques
- Considerable knowledge of state and federal laws related to noxious weed control and the usage, storage, and disposal of hazardous chemicals
- Working knowledge of supervisory practices and techniques
- Working knowledge of County geography
- Skilled in reading, writing, and basic math
- Skilled in creating and maintaining files, records, and reports
- Skilled in problem solving
- Skilled in word processing and using standard software programs
- Skilled in operating equipment related to vegetation management
- Skilled in interpreting maps
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to estimate project costs and prepare budget information
- Ability to complete grant applications
- Ability to organize tasks efficiently
- Ability to effectively motivate and supervise others

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

For Office Use Only

Job Code: 7800

Job Title: Weed Control Supervisor

FLSA: Non-Exempt

Effective Date: 11/7/2024

Public Safety: No

Worker's Compensation: Streets/Roads

Background Level: I

Safety Sensitive: Yes

DOT: Yes

ML: Supervisor

Work Environment

Work is regularly performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work is regularly performed near moving mechanical parts and occasionally in high precarious places. Work occasionally exposes incumbent to wet and/or humid conditions, vibration, loud noise, fumes or airborne particles, and toxic or caustic chemicals. Work requires the use of protective devices such as masks, goggles, and gloves. Work requires incumbent to respond to emergency situations on an on-call basis as assigned.

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to walk, stand, or stoop. The employee is regularly required to ascend or descend ladders, scaffolding, ramps, poles, and the like. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee regularly lifts or move objects weighing up to fifty (50) pounds and occasionally lifts or move objects weighing up to one hundred (100) pounds. The employee communicates via radio and regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Five (5) years of work experience related to vegetation management.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with lead or supervisory experience.
2. Preference may be given to applicants with vegetation management experience in a road maintenance environment.

For Office Use Only

Job Code: 7800

Job Title: Weed Control Supervisor

FLSA: Non-Exempt

Effective Date: 11/7/2024

Public Safety: No

Worker's Compensation: Streets/Roads

Background Level: I

Safety Sensitive: Yes

DOT: Yes

ML: Supervisor

Additional Eligibility Qualifications

1. Applicants must possess a valid class B commercial driver’s license or obtain a valid State of Utah Class B Commercial Driver’s License within 60 days of employment.
2. Applicants must possess a current State of Utah Pesticide Applicator License (commercial or non-commercial), including licensure for road right-of-ways.
3. Incumbent must obtain certification as a Fork Lift Operator and state certification as a Flagger during the probationary period for new hires or during the trial period for promoted County employees.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

For Office Use Only

Job Code: 7800
 Job Title: Weed Control Supervisor
 FLSA: Non-Exempt
 Effective Date: 11/7/2024
 Public Safety: No

Worker’s Compensation: Streets/Roads
 Background Level: I
 Safety Sensitive: Yes
 DOT: Yes
 ML: Supervisor