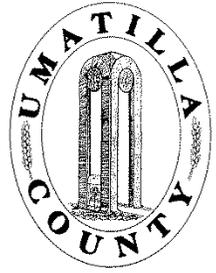


UMATILLA COUNTY
POSITION DESCRIPTION



Department:
Position Title:

Public Works
Field Operations Coordinator

Employee Name: _____

Effective Date: _____

Job Series:

Salary Range: 25

Union Covered: No

BOLI Exempt: No

GENERAL DESCRIPTION OF POSITION

This position is a working field position. Individual will plan, coordinate and apply treatment as necessary to complete all contracted or coordinated programs as directed by supervisor.

SUPERVISORY RELATIONSHIPS

This position will report to and operate under the direct supervision of the Weed Supervisor.

PRINCIPAL DUTIES OF POSITION

Duties include but are not limited to the following:

- Ability to openly communicate with the Weed Supervisor. (EE)
- Interact and communicate with the public as necessary to communicate goals and objectives of County Vegetation Management Program. Such forms of communication include but are not limited to; verbal, written, e-mail, and text. (EE)
- Develop herbicide mix designs for individual projects based on agreement needs, chemical restrictions, and label requirements. (EE)
- Assess, plan, and carryout work as required by established government agreements. (EE)
- Consult with Weed Supervisor to determine program and priorities. (EE)
- Assist with coordinating projects involving Federal, State, County, and local government agencies.
- Assist the public and private landowners in carrying out policies established by the State of Oregon, County Commissioners, and Noxious Weed Board. (EE)
- Must navigate steep, uneven and rough terrain while carrying a 40 lb. backpack. (EE)
- Report to Weed Board on projects as directed by Weed Supervisor. (EE)
- Type reports as needed. (EE)
- Assists in implementing cost-share contracts with all public entities and private landowners. (EE)
- Assists in organizing volunteer groups for noxious weed outreach, education, and field projects. (EE)
- Assists in writing grant applications, news releases: self-help guides and correspondence. (EE)
- Field application of appropriate pesticides to accomplish project goals. (EE)
- Ability to read current government regulations and information, periodicals and professional journals for updates on current and relevant technical information. (EE)
- Works brush crew as assigned, including operation of mowers, chainsaws, chipper, weed eaters, and roadside maintenance equipment. (EE)

- Assists in roadside vegetation management as needed. (EE)
- Public outreach: Presents information to individuals and to groups to further noxious weed awareness in County, as directed by Weed Supervisor. (EE)
- Responds to walk-in requests for plant identification and plant control options and alternatives methods of control. (EE)
- Operational maintenance of assigned equipment. (EE)
- Oversees day to day field operations of seasonal employees, as directed by Weed Supervisor. (EE)
- Must be willing to receive Public complaints on Weed, Horticulture, and roadside vegetation concerns and report those to the Weed Supervisor (EE)
- In conjunction with OSU, horticulture society and ODA will investigate and communicate with landowners on horticulture concerns, enforcement, and notifications as directed by the Weed Supervisor. (EE)

OTHER DUTIES OF POSITION

- Other duties as assigned.

REQUIREMENTS FOR POSITION

- 6 years application experience **OR** Bachelor's degree in Weed or Range Management, agriculture, botany, environmental Science, Entomology or closely related degree. **OR** related AA degree and two or more years of related experience or training.
- Ability to read, analyze, and interpret common scientific and technical journal, 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 conforms to prescribed style and format. Ability to effectively present information to top management, public, groups, and/or Boards of Directors.
- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume.
- Ability to apply basic concepts of algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in a situation where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use GPS and Mapping Programs.(EE)
- Valid Oregon Commercial Driver License (Class B) required or ability to obtain within 6 months. Licensed as Public Applicator in the categories: Regulatory Weed and Right-of-way, or ability to obtain within 90 days of commencement of work.
- Self-Motivated (EE)

SPECIAL QUALIFICATIONS

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 job functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools or controls: reach with arms and hands: climb or balance: Stoop or kneel, couch, or crawl: talk or

hear: taste or smell. The employee is occasionally required to stand.

The employee may occasionally lift and/or move up to 50 pounds and frequently lift and/or move 100 lbs. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

TOOLS AND EQUIPMENT USED

ATV, UTV, Pickup, Trailer, GPS and Mapping Programs, Backpack (40 lbs.), heavy equipment such as; brush tractor, loader with mower attachment,

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 job functions.

While performing the duties of this job, the employee works outdoors in all weather conditions, it is incumbent on the employee to report for work with appropriate clothing for the conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes and airborne particles and toxic or caustic chemicals. The employee typically works alone. Occasionally the employee will be required to walk on steep terrain.

The noise level in the work environment is usually moderate.

This position will be required to work on steep, uneven and rough terrain while performing job duties.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date