



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: Weed Education-Compliance Officer DATE OPENED: 2/7/2018

DEPARTMENT: Weed CLOSING DATE: 2/28/2018

If you have any questions about this position vacancy, call: (406) 758 - 5798

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

FULL TIME  REGULAR  
(YEAR ROUND POSITION)

PART TIME  SEASONAL  
 TEMPORARY

IF APPLICABLE:  
TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

STARTING WAGE: \$ 15.25 per Hour

SALARY AT:

1 YEAR STEP: \$ 15.86 per Hour

2 YEAR STEP: \$ 16.49 per Hour

3 YEAR STEP: \$ 16.82 per Hour

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

**9 month seasonal position.**

**APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:**

[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

**ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.**

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

**FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**



**Weed Education/Compliance Officer**

**NATURE OF WORK:**

The person in this position assists other Weed & Park Department employees in certain phases of the department's workload including, spraying and maintenance duties as assigned by the superintendent or his assistant. Duties include operation of county equipment to achieve the goal of assisting other employees as well as specially identified members of the public in spraying and/or mowing county rights-of-way areas and/or private property in a safe, timely manner. Main duties are to instruct others in the various methods of good, sound land management. Good communication/people skills are a must.

Tasks performed will require the person to operate independently, at times, but with a specific goal of seeking and aiding members of the public in methods of weed control. Employees are required to bring a basic understanding of Flathead County, mapping, vegetation characteristics, operation of motor vehicles and the ability to learn quickly and take directions.

Tasks will include the safe use of herbicides and biocontrol agents.

**DISTINGUISHING CHARACTERISTICS:**

This level of employment is considered seasonal. Incumbent is required to carry out all job tasks as directed by the superintendent or his assistant. Incumbent must be sixteen years of age or older and possess a valid State of Montana driver's license. Must have an understanding of stick-shift vehicles. Incumbent must be able to identify all Montana State and County Noxious Weeds after initial training period. The person in this position will have to learn to apply herbicides and obtain a herbicide restricted/general use applicator's license after (6) months of performing job duties. Incumbent must be able to lift and carry up to 50 pounds.

This position requires an ability to learn quickly, read maps, take directions and must have good communication skills with ability to handle/deal with conflict. Strong phone skills and person to person skills required. Knowledge of photography is helpful, but not required.

**REPRESENTATIVE EXAMPLES OF WORK:**

This position's main tasks include receiving and forming complaints based on "noxious" weed infestations, researching landowner information at the county's plat office, obtaining legal description and plat map of the properties in question, contacting the landowners, following through with proper procedure and paper trail, working closely

with office staff. Maintain complaint logs, files and activities of hundred of landowners and/or corporations. Responsible for seeking evidence of compliance, as well as completed management plans for each case. Update files when notified. Inform the supervisor and/or office staff of noncompliance cases/files – assisting them with necessary information to take appropriate and/or legal action.

**PROBATIONARY PERIOD** (Those in this position must be able to do the following within the specified probationary training period of six (6) months, unless otherwise specified).

- must obtain a herbicide restricted/general use applicator's license
- ability to identify all State and County declared noxious weeds within four (4) months from hire
- ability to read and understand chemical labels within four (4) months of hire
- ability to identify sensitive crops in county
- understand spill and containment procedures
- properly fill out all paperwork and in a timely fashion
- Review and follow Flathead County Policy and Procedure Manual
- Understand proper radio procedures
- Assist on occasion with the use and loading of rental equipment along with recommendations
- Understand the danger of drift
- Review basic equipment manual
- Must be able to accept direction from others

This position is seasonal, from as early as March 1<sup>st</sup> until September 15. A vehicle will be available for use in accomplishing job tasks.

ACTION	DATE	REFERENCE
Adopted:	02/26/04	Commissioners Minutes
Revised:	07/01/14	HR Salary Recommendation Transmittal Signed 5/28/2014