

Authorization No.:  
Position No.:  
Pay Grade:  
Date:

**ISLAND COUNTY**  
**SUMMARY JOB DESCRIPTION**

**POSITION:** COORDINATOR-NOXIOUS WEED CONTROL .50  
**POSITION NUMBER:** 16352008 WSU EXTENSION  
**CURRENT EMPLOYEE:**  
**ANNUAL HOURS WORKED:** 1040

**1.0 MAJOR FUNCTION AND PURPOSE**

1.0 Employees in this position are responsible for supervision, eradication and/or control of noxious weed species in all environments.

**2.0 SUPERVISION RECEIVED**

2.1 Weed Control Coordinator receives supervision and directives from the County Weed Control Board as well as the WSU Extension Director.

**3.0 SUPERVISION EXERCISED**

3.1 Employees in this position supervise the Weed Control Crew.

**4.0 SPECIFIC DUTIES AND RESPONSIBILITIES**

4.1 Employees in this position are responsible for the work performed by the Weed Control Crew.

4.2 Responsible for day to day decision's regarding crew activities.

4.3 Responsible for maintaining a written log of work related activities.

4.4 Responsible for explaining activities to the County Noxious Weed Control Board.

4.5 Responsible for determining landowner lines (and if there are hazards).

4.6 Responsible for the control of existing and eradication of noxious weeds.

4.7 Responsible for daily time sheets, update of activities and problems.

4.8 Responsible for safety of crew regarding tides, machinery usage and plant removal techniques.

4.9 Perform other tasks as directed, including grant management.

**5.0 DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

5.1 Ability to speak in a clear and concise manner, including public speaking in front of large audiences.

5.2 Ability to identify noxious and native plants and animals.

5.3 Ability to keep clear and concise records of noxious weed occurrences and log hours of work for crew members.

5.4 Ability to maintain and operate power equipment as needed.

5.5 Ability to train and make decisions regarding safety and work load of crew members.

5.6 Ability to delegate daily work.

5.7 Ability to remain calm under stressful situations.

5.8 Experience with GPS/GIS highly desirable.

**6.0 EDUCATION, EXPERIENCE AND CERTIFICATES**

6.1 Must be 18 years of age to operate equipment.

6.2 Must have a valid Washington State Drivers License.

6.3 Must obtain an Herbicide Applicators License with an Aquatic Endorsement through the Washington State Department of Agriculture within six months.

6.4 Bachelor of Science in a related field preferred.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE, AND IS SUBJECT TO CHANGE AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.**

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DATE

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DEPARTMENT HEAD

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**DATE**

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**EMPLOYEE**