



Seasonal Employment Opportunity

Kittitas County, Washington

POSTED: 3/2/16

CLOSES: When Filled

Noxious Weed Inspector

The current vacancy in the Noxious Weed Department is for full-time/seasonal help expected to begin as soon as possible and last through August 2016. The Noxious Weed Inspector positions are non-exempt, non-benefited and non-union. Anyone who meets the qualifications stated below may apply. Selected candidates will be required to provide a driving abstract as part of the background check process. Screening of applications will commence 3/9/16 and continue until a suitable candidate has been found.

SALARY RANGE: \$11.00 per hour

ESSENTIAL FUNCTIONS:

90% Assist Coordinator in implementing, coordinating, and evaluating the noxious weed control program in Kittitas County.

- Administer the state noxious weed law as prescribed in Chapters 17.04 and 17.10 RCW.
- Enforce the policies as determined by the Board of Directors.
- Initiate the notification process and, if necessary, enforcement procedure as stipulated in RCW 17.04.200 or 17.10.170.
- Evaluate measures implemented in the control of noxious weeds.
- Prepare reports and documentation as stipulated by the Coordinator.
- Apply herbicides or biological agents, or both, in the management of noxious weeds.
- Represent the Noxious Weed Control Board as directed by the Coordinator at meetings and public events.
- Conduct surveys for presence of noxious weeds and degree of infestation.
- Notify the Coordinator of cases involving non-compliance or violations.
- Record noxious weed information onto field charts.
- Ascertain property ownership by accessing Assessor's records.
- Respond to inquiries for information or to complaints in a polite, courteous, and expeditious manner.
- Attend educational activities as directed by the Coordinator.
- Assist Coordinator in conducting educational activities or public service events.
- Maintain effective working relationships with other Inspectors.
- Assist in training less experienced Inspectors.

10% Other Duties as Assigned.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

Kittitas County is an Equal Opportunity Employer

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MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Basic computer skills, including Microsoft Office, and ability to quickly learn any programs required to perform job duties.
- Effective communication skills, verbally and in written form
- Ability to work independently under the direction of a supervisor.
- A criminal history background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Required Licenses:

- Valid Washington State Driver's License at time of employment with no more than two (2) moving violations in the past two (2) years.
- Valid and Washington State Department of Agriculture Public Operator pesticide license within thirty days of employment.

PREFERRED QUALIFICATIONS:

- Map reading experience (road atlas, USGS, Assessor's maps, etc.).
- Knowledge of pesticide laws, including Washington State Noxious Weed Law: RCW 17.04 and RCW 17.10; as well as the following: safety, products, equipment calibration, and application techniques.
- Experience with database and filing systems.
- Botany and/or Ecology background.
- Experience working with the public.
- Familiar with topography and associated plants within Kittitas County.
- Plant identification and growth and development of plants.
- Ability to access and interpret Assessor's records.
- Maintain records: mileage logs, daily activities, application of pesticides.
- In-field diagnostic procedures and surveying techniques.
- Knowledge of environmental issues and public concerns.

WORKING CONDITIONS:

Work is performed both in the field and in an office environment. Field duties may require exposure to inclement weather including temperature extremes, dust/wind, and hazardous conditions such as: Driving ATVs and trucks over rough, narrow, and steep terrain, boating lakes and rivers, hiking cross country with heavy spray equipment, climbing hills, ascending cliffs, use of hip waders, deep mud, thick vegetation, exposure to insects, reptiles, and other animals, and working on rights of way shoulders,. Extensive physical activity is required with regular exposure to herbicides and other potentially hazardous materials. Must be able to sit, stand, walk, bend, stoop, grasp, reach with arms and legs, and regularly lift up to 50 pounds; may need to lift heavier items with assistance. Must have vision (including peripheral and depth perception) to read printed materials, computer screens, monitors, and survey for noxious weeds; and hearing and speech to communicate in person, over the telephone, and by radio. PPE must be worn when required for employee safety.

Must be able to work with angry or confrontational landowners while maintaining a high level of professionalism.

Regular travel within the county is required; must be able to safely operate a motor vehicle in various conditions and levels of light. The work schedule may require early mornings with occasional evenings and weekends. Regular attendance and punctuality are required.

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

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. The following items are required:

1) Kittitas County Employment Application; 2) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

- (1) Are you proficient with computers and Microsoft Office Programs? If yes please list each program and your level of expertise (beginner, intermediate or advanced).
- (2) Describe your experience explaining procedures or providing assistance to the public and/or internal clients in person or on the telephone.
- (3) Describe your experience and training that uniquely qualifies you for the position of Noxious Weed Inspector within the Noxious Weed Department.