



## Employment Opportunity

Kittitas County, Washington

**POSTED: 2/24/2020**

**CLOSES: Open Until Filled**

### NOXIOUS WEED INSPECTOR I

The current vacancy in the Noxious Weed Control Board is a full-time seasonal, non-benefited, non-union, non-exempt position expected to begin as soon as possible. The Noxious Weed Inspector assists the Noxious Weed Coordinator in the implementation, coordination, and evaluation of the noxious weed control program in Kittitas County. Anyone who meets the qualifications stated below may apply. This position is considered open until filled. Candidates should apply by 3/09/2020 for optimal consideration.

**SALARY RANGE:** \$15.00 per hour.

#### ESSENTIAL FUNCTIONS

**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 and/or biological agents 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.

*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 GED 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 on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, 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 and no more than two (2) moving violations in the past two (2) years.
- Valid Washington State Department of Agriculture Public Operator pesticide license within 30 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 outdoor field conditions driving trucks throughout the County and over rough terrain, carrying heavy spray equipment on hills, 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 clearly in person, over the telephone, and by radio. Safety policies and regulations must be adhered to at all times, including use of PPE when required. The work schedule may require early mornings. 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

## **SUPPLEMENTAL EXAM QUESTIONS**

1. Please describe your experience and training that uniquely qualifies you for the position of Noxious Weed Inspector with the Noxious Weed Control Board.
2. Describe your experience working with the public.
3. Please detail your proficiency with computers and Microsoft Office programs, listing each program and your level of experience (beginner, intermediate, or advanced).