



JACKSON COUNTY ADMINISTRATOR
COUNTY OF JACKSON
WALDEN, COLORADO 80480
(970) 723-4660

Job Description

Position Title: Noxious Weeds Coordinator	Department: Noxious Weeds
Reports to: Jackson County Administrator	FLSA Status: Non-exempt
Pay Range: \$25-30/hour, DOE	Wage Type: Part-time, Seasonal

The statements below are intended to describe the general nature and level of work being performed by employees assigned to this classification. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned.

Position Summary

Plans, coordinates and implements weed control throughout Jackson County. Manages and supervises seasonal employees in weed control efforts. Develops, writes and implements the County noxious weed management plan as required by state law and works in conjunction with the Noxious Weed Advisory Board. Develops and conducts public educational programs about noxious weed issues. Manages day to day budget and develops annual budget requests. Manages inventory. Builds and maintains equipment.

Essential Duties and Responsibilities

- Identify invasive exotic and native plant species
- Keep records
- Operate and repair spray equipment
- Read and understand pesticide product labels
- Mix, load and apply herbicides in full accordance with label
- Map noxious weed infestations using GPS
- Know rules, regulations and laws pertaining to Colorado Noxious Weed law and herbicide application
- Write grants
- Develop service agreements with other government agencies and private landowners
- Work with State Officials to comply with the Colorado Noxious Weed Law
- Works closely with Administrators office
- This position is revenue driven and finding and obtaining grants and spraying jobs is vital to the position.

Knowledge, Skills & Abilities

- College education preferred, but high school or GED accepted.
- Knowledge of weeds, herbicides, and integrated weed management, or a combination of education, training and experience, which provides the knowledge, skills and abilities required for the position

- Excellent ability to write integrated weed management plans
- Ability to plan, coordinate and implement projects
- Working knowledge of principles, practices and techniques of integrated weed management
- Knowledge of herbicides and their application
- Ability to read maps and map weed locations
- Excellent record keeping
- Ability to supervise others

Licenses or Certificates

- Valid Drivers license
- Possession of a qualified supervisor's pesticide application license from the Colorado Department of Agriculture or obtain licensure within three (3) months of hire required.
- 18 years or older

Materials & Equipment Directly Used & Management Requirements

- Mix, load and apply herbicides in full accordance with label
- Operate truck, trailer, UTV, ATV and spray equipment safely
- Supervise others
- Manage budget
- Computer knowledge

The Work Environment and its Physical Demands

- Frequent exposure to fumes, airborne particles, toxic or caustic chemicals, bees, wasps, mosquitos, biting flies
- Ability to work in adverse weather conditions
- Build, maintain and repair equipment
- Manual tasks such as shoveling
- Ability to drive and spray while moving
- Full mobility, vision and hearing

Non-Essential Duties and Responsibilities

- When a local declaration of emergency or disaster is declared by the Board of Commissioners, all Jackson County employees may be required to work as needed
- Performs other duties as appropriate or necessary for performance of the job

It is the policy of Jackson County Government not to discriminate on the basis of race, sex, color, national origin, religion, age, physical or mental disability, medical condition, marital status, veteran status, political affiliation, or any other applicable status protected by Federal, state, or local law.

**This job description does not constitute an employment agreement.
Jackson County is an equal opportunity employer**

