

COUNTY HIGHWAY / NOXIOUS WEED ADMINSTRATOR

Cloud County

Road and Bridge / Noxious Weed Department

POSITION SUMMARY

Under the administrative supervision of the Cloud County Commission, the County Highway / Noxious Weed Administrator is an exempt position under FLSA. This position supervises and assists personnel in the construction, maintenance and repair of county roads and bridges, minimizing possible hazards, supervises personnel and prepares work assignments, investigates complaints regarding county roads and bridges; and supervises equipment maintenance. This position is responsible for the department's budget, report preparation, land and feed inspections, chemical sales and usage, control and eradication of noxious weed infestations, and maintenance of the department's equipment. This employee should possess excellent organizational, communication, and public relation skills.

ESSENTIAL FUNCTIONS

- Works with citizens, governmental entities, railroads and state agencies in the construction, maintenance, and repair of county roads, bridges and regarding noxious weed control.
- Compiles and maintains historical data for projections, evaluations and reports for county, state and federal agencies.
- Prepares daily work assignments
- Maintains accurate records of equipment purchases, maintenance costs and equipment replacement plan
- Responsible for expense bills and write expense vouchers.
- Responsible for supervision and pay for all Department employees; record of hours worked, leave time.
- Responsible for inventory of department supplies and materials.
- Organizes, attends and participates in community and employee education and safety training sessions for department employees regarding construction and repair of county roads and bridges, new chemicals and their application and handling procedures, label changes, laws and regulations concerning the use of herbicides.
- Prepares accurate cost estimates on work performed by Road and Bridge for other county departments.
- Accurate preparation of deeds and vouchers for federal and state projects.
- Performs selection of consultants for federal and state projects.
- Performs assessment of usability of used material and subsequent sale to the general public.
- Works with Cloud County Commissioners.
- Works with KDOT personnel and the ability to learn all programs
- Obtain Underground Storage Certificate
- Maintains proper inventory of chemicals and proper gallonage levels throughout the spraying season, including ordering chemicals and pesticides as needed.
- Prepares chemical and pesticides solutions.
- Responsible for maintenance of department equipment, including spray equipment calibration, and preform repairs when required.
- Assists in unloading chemicals into warehouse and load purchased chemical into customer vehicle.
- Responsible for investigating violations for noncompliance with state law regarding noxious weed control and participates as required in the prosecution of violations.
- Surveys and inspects for noxious weeds and seeds on privately-owned property, county, state, and railroad right of ways.

Classification Quick View

FLSA: **Exempt**

ADA: **Applicable**

FMLA: **Eligible**

OSHA:

WORKING CONDITIONS:
**Hazardous Chemicals
Adverse Weather**

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- Sprays noxious weed infestations on county, state, and railroad right of ways.
- May operate spray truck and all other department equipment.
- Identification and performance of light duty maintenance and repair to department buildings and vehicles.
- Performs basic building/ office maintenance.
- Assists other county departments as required.
- Performs other duties as deemed necessary or assigned by the County Commission.

COUNTY HIGHWAY / NOXIOUS WEED ADMINISTRATOR POSITION REQUIREMENTS

Experience: Ten or more years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. A technical degree or some college credit hours is preferred. A valid Kansas Driver's License is required. A valid Kansas Driver's License is required. A Kansas Commercial Applicator's License is required. The Kansas Department of Agriculture Basic Short Course for County Weed Control Personnel must be satisfactorily completed within one year of employment. A right of way pest control (6) and noxious weed control (9A) categories must be obtained within one year of employment.

Technical Skills: A thorough knowledge of road and bridge construction, maintenance and repair techniques, equipment maintenance, laws and regulations relating to road and bridge construction and Kansas noxious weed laws is required. This employee must possess a strong mechanical aptitude. This employee must be able to operate a computer, telephone, other office equipment, and to perform basic mathematical and bookkeeping functions. The ability to understand and interpret written instructions, maps, schematics, manual, reports, regulations, and other written material is required. This employee must have the ability to understand and interpret the county map and have a general knowledge of the physical layout of Cloud County. This position must also be thoroughly familiar with pesticides and their application in compliance with label recommendations and all state and federal law. The ability to operate a spray truck and all other equipment necessary for the lawful application of pesticides is required. This employee should have excellent supervisory, managerial, organizational, public relations, and oral and written communication skills.

Problem Solving: Independent problem solving is a major factor in this position. This employee encounters problems with equipment malfunctions, adverse weather, personnel issues, citizen and commission concerns, and budget constraints.

Decision Making: Independent decision making is a major factor in this position. This employee makes decisions about resolving personnel issues, citizen and commission concerns, recommending county needs and improvements, assigning daily work assignments, and performing daily duties in the most efficient manner.

Supervision: This employee works under the directions of the Cloud County Commission. This employee exercises continual supervision over subordinate personnel.

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Financial Accountability: This employee is responsible for county equipment and resources. This employee does have the authority to purchase equipment and supplies for the county as outline in the County purchasing policy. This employee does participate in the annual budget process.

Personal Relations: Daily contact with the general public, subordinate personnel, supervisory personnel, and the organization's governing body is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to heavy machinery, hazardous chemicals, and excessive noise is expected.

Physical Requirements: Manual labor including lifting and carrying heavy objects, extensive walking, and the ability to operate department equipment is required occasionally in this position.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.
