REQUEST TO FILL VACANCY

Position Vacancy Weed Enforcement Officer

Department Weed

Vacancy Result of: Termination of Larry Barnett

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

1. **Job Description**

2. **Departmental Organizational Chart**

3. **Severance Payout Calculations for Terminating Employee**

Vacation	**$**
Sick Leave	**$**
Employee Retirement Recognition	**$**
Other	**$**
Total	**$**

4. **Explain the effects of leaving the vacancy until severance is accumulated.**

n/a

5. **Explain the effects of leaving the vacancy permanent or discussion of alternatives.**

n/a

6. **Provide description of departmental discussions about the vacancy.**

n/a

7. **Estimated length of time to fill the position after approval.**

30-45 days

8. **Any additional comments?**

Misty [illegible] 2/17/16

Department Manager **Date**

Request for filling of vacancy: _____**Approved** _____**Denied**

_____ _____

Chairman, Brookings County Commission **Date**

POSITION TITLE: Weed Enforcement & Bio Control Officer
DEPARTMENT: Weed and Pest
REPORTS TO: Weed and Pest Supervisor
FLSA STATUS: Non-exempt
WAGE GRADE: N-4

DESCRIPTION OF WORK

General Statement of Duties

Works under the direct supervision of the Weed & Pest Supervisor. Performs duties consistent with the eradication of noxious weeds throughout Brookings County.

Examples of Duties:

Performs duties and tasks as assigned including, but not limited to:

- Broad knowledge of and ability to identify and understand a wide variety of noxious weeds and thistles.
- Ability to perform medium level vehicle and sprayer maintenance.
- Responsible for updating and maintaining the countywide Bio Control and mapping system.
- Ensures compliance by county residents with the county noxious weed eradication program.
- Assists the Weed & Pest Supervisor in educational training for county residents and other weed department personnel.
- Assists department personnel in the countywide eradication of noxious weeds on both private and public lands as necessary.
- Provides assistance to state and federal agencies in the eradication of marijuana as necessary.
- Responsible for SD gypsy moth control; provides rodent control operations, assists other counties in the instruction and use of strychnine for pocket gopher control.
- Responsible for inspection of approximately 42,000 acres of CRP and subsequent enforcement of noxious weed infestations.
- Responsible for all biological control of leafy spurge, Canadian thistle, and musk thistle sites.
- Regular written and/or verbal reports to Weed & Pest Supervisor concerning problems and progress in conducting duties of position.
- Attends training sessions and meetings as required.
- Performs work in a manner consistent with safe practices.
- Develops and maintains positive, professional relationships with the general public and other employees.
- Performs other such duties and functions as assigned and necessary to the proper performance of the position.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Education or farm background experience as appropriate and acceptable to the hiring authority.
- Physically able to meet the requirements of the job. (Able to walk one mile and able to walk on uneven, steep terrain as needed)
- Ability to run truck sprayer.
- Ability to follow written and verbal instructions.
- Broad knowledge of, and ability to identify and understand, a wide variety of noxious weeds would be desirable.
- Must possess CDL—Commercial Driver's License.
- Ability to obtain a Commercial Pesticide Applicator's License with at least the following categories: 1a, 1b, 7, 11, and 12.
- Ability to work with the public and present a positive image.
- Ability to read a county Plat map, and interpret.

Commission Chairperson *Date*