REQUEST TO FILL VACANCY

Position Vacancy ATV Driver

Department Weed

Vacancy Result of: Seasonal need

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?**

Mike M — 8/17/16

Department Manager — **Date**

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

Chairman, Brookings County Commission — **Date**

POSITION TITLE: ATV Driver
DEPARTMENT: Weed & Pest
REPORTS TO: Weed & Pest Supervisor
FLSA STATUS: Non-Exempt
WAGE GRADE: 3

DESCRIPTION OF WORK

General Statement of Duties

The fundamental reason this classification exists is to operate safely and efficiently ATVs for the County Weed & Pest Department. Performs spraying of public and private lands related to the eradication of weeds and noxious weeds during the six-month season of approximately April through September. Work in progress is often performed without immediate supervision. Work is evaluated based on the care exercised in driving and the degree of effectiveness in spraying, loading, transporting, and unloading materials.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

Weed & Pest Duties

- Mix and apply pesticides to weeds. Lift all chemicals to treat weeds and pests.
- Drive assigned vehicles to perform general weed spraying for the eradication of noxious weeds.
- Assess weather conditions for determination of chemical applications.
- Provide accurate record keeping of areas sprayed.
- Calibrate equipment to ensure proper application.
- Assist with education of general public as it relates to the noxious weed program.
- Assist state and federal authorities with the eradication of marijuana as necessary.

Other Duties

- Communicate any unsafe conditions or accidents/injuries in a timely manner to the Supervisor in order to facilitate prompt correction or reporting.
- Prepare and keep records related to work order requests, labor expenditures, job status, estimates, and proposed or completed projects.
- Attend training sessions and meetings as required.
- Perform work in a manner consistent with safe practices.
- Wear Personal Protective Equipment when required.
- Develop and maintain positive, professional relationships with the general public and other employees.
- Perform other such duties and functions as assigned and necessary to the proper performance of the position.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Ability to safely drive All Terrain Vehicles (ATVs)
- Ability to perform manual labor, withstand variable weather conditions, and work extended hours if necessary.
- Ability to understand and follow both written and verbal instructions.
- Valid drivers license – CDL Class B.
- Ability to obtain the Commercial Pesticide Applicators License with at least the following categories; 1a, 1b, 7 and 12.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to communicate with co-workers, supervisory staff, citizens, etc.
- The employee is regularly required to sit and use hands to finger, handle, or feel.
- The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, and crouch, or crawl.
- The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds with assistance.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles; toxic or caustic chemicals; employee is exposed to outside weather conditions.
- The noise level in the work environment is usually moderate but may be occasionally loud.

Examination, Testing, and Certification

The Examination, Testing and Certification described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Valid Drivers License.
- Valid South Dakota Commercial Driver's License – Class B.
- Valid Commercial Pesticide Applicators License
- Successful competition in written and/or oral interviews.
- Other such examination as deemed appropriate and necessary by the Superintendent and/or County.

Education

- High School Diploma or GED Certificate preferred

Any equivalent combination of education and experience as is acceptable to the hiring authority.

_____ _____

Commission Chairperson *Date*