

REQUEST TO CREATE & FILL VACANCY

Position Vacancy PT Weed Enforcement/Bio Control Officer  
Department Weed  
Vacancy Result of: Position has remained vacant for 3 years

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 (if applicable) n/a

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 not filling the position or discussion of alternatives.

Weed Supervisor would continue to take over duties

- 6. Provide description of departmental discussions about the position.

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

45-60 days

- 8. Any additional comments?

\_\_\_\_\_  
Department Manager Date

Request for creating & filling of vacancy: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_  
Chair, 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**

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 control 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)
- 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.
- Ability to obtain a CDL—Commercial Driver's License.
- Ability to obtain a Commercial Pesticide Applicator's License with at least the following categories: 1a, 1b, 7, 9, and 12.
- Ability to work with the public and present a positive image.
- Ability to read a county Plat map, and interpret.

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*Commission Chairperson*

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*Date*