

REQUEST TO FILL VACANCY

Position Vacancy PT Weed and Pest Supervisor

Department Weed and Pest

Vacancy Result of: Resignation

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)

Vacation	\$	_____
Sick Leave	\$	_____
Employee Retirement Recognition	\$	_____
Other	\$	_____
Total	\$	_____

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

5. Explain the effects of not filling the position or discussion of alternatives.

State Statute requires a weed and Pest Supervisor

6. Provide description of departmental discussions about the vacancy.

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

1 month

8. Any additional comments?

Kristen Witchey
Department Manager

02-03-2026
Date

Request for filling of vacancy: _____ Approved _____ Denied

Chairman, Brookings County Commission

Date

POSITION TITLE: Weed & Pest Supervisor (Part-time, effective 01/01/2026)
DEPARTMENT: Weed & Pest
REPORTS TO: Brookings County Commission and Brookings County Weed Board
FLSA STATUS: Non-Exempt
WAGE GRADE: 7 (PT Weed & Pest Supervisor is Wage Grade 7, Steps I & II only)

DESCRIPTION OF WORK

General Statement of Duties

Under the general direction of the Brookings County Commission and the Brookings County Weed Board. Responsible for the county weed eradication and control program(s).

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.)

- Serves as staff to the county weed board preparing agendas, financial reports, minutes and other related materials.
- Interprets and enforces county ordinances and policies regarding weed matters.
- Prepares necessary budget information for the county weed department for annual budget and capital outlay programming; administers annual budget.
- Serves as resource person and provides information, as requested, pertaining to county weed programs.
- Recognizes and identifies state and local noxious weeds to be eradicated through the county weed program.
- Oversees inspection of roadsides and ditches for noxious weed sites; contacts landowners concerning noxious weed problems in accordance with state and local regulations.
- Responsible for general maintenance and upkeep of spraying equipment.
- Keeps current inventory of spraying supplies necessary to perform duties in an efficient manner.
- Operates and supervises the operation of spraying equipment to include proper calibration, as necessary.
- Oversees the county rodent control program, specifically as related to pocket gophers.
- Hires and supervises seasonal and part-time employees performing duties for the county weed department.
- Updates and implements the county weed program for education of general public.
- Maintains accurate records as related to the county weed program.
- 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

- 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.
- Demonstrable knowledge of herbicides and general agricultural practices.
- Ability to obtain a CDL—commercial driver’s license.
- Ability to obtain a commercial pesticide applicator’s license to include at least the following categories: G, 1A, 1B, 7, 9, and 12.
- Ability to follow written and verbal instructions.
- Ability to work with the public and present a positive public image.

Education

- Four (4) years experience and/or education in agricultural practices with preference for training or education in chemical application and use.

OR

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