



NOXIOUS WEED SPECIALIST WSU EXT. Posting # 22-21

MASON COUNTY EMPLOYMENT OPPORTUNITY

Opening Date: March 9, 2022

Open Until Filled

First Review Date: March 23, 2022

Hourly Wage: \$17.00-\$22.00

Job Summary

This is an extra help position with the Mason County Noxious Weed Control Board. The Noxious Weed Specialist is responsible for identifying noxious weeds, collecting data, communicating with landowners, prescribing control methods, handling and applying herbicides, documenting treatments, attending educational events, participating in workshops and training courses, following the rules and regulations set by the Mason County Noxious Weed Control Board and Mason County Policy, working with partner organizations and organizing educational and volunteer events. This position is based on a 20-40-hour workweek. Medical, dental, vision and life insurance are offered and the employee is required to contribute to the WA State Retirement System.

Examples of Duties

Under the direction of the Coordinator, plan, organize and supervise the work of assigned field staff. Assist in training field staff to identify various plant species, research land ownership, use GPS equipment and GIS mapping systems and required record keeping methods. Identify landowners by means of governmental records, mapping systems, and/or contact with neighbors. Communicate with landowners, offering recommendations for noxious weed control. Track and monitor contacts and outcomes in County database. Develop and maintain computer and GIS databases to track noxious weed infestation sites, correspondence and contact with property owners, and enforcement activity. Operate county vehicle to facilitate field inspections and transport of equipment, personnel and materials to work sites. Participate directly in weed control activities, including the use of herbicide and physical removal. Must be able to walk on uneven terrain and work in inclement weather. Utilize hand tools to carry out cutting, digging and pulling of noxious weeds. Utilize pesticide application equipment to mix, load and apply herbicides. This position assists with technical writing and reports, and maintains the program's database. Perform other duties as assigned.

Minimum Requirements

Bachelor's degree in Environmental Science, Ecology, Agriculture or other closely related field. Ability to identify noxious weeds found in Washington. Knowledge of noxious weed taxonomy, biology and impacts. Familiarity with integrated pest management and weed control methods. Demonstrated field experience in managing noxious weed infestations and their impacts to natural resources. Demonstrated ability to effectively communicate with the public on difficult, sensitive and technical issues, both verbally and in writing. Knowledge of Washington State Noxious Weed Control law and other relevant local, state and federal laws. Ability to work independently and as part of a team, coordinating with others to facilitate teamwork. Ability to perform multiple tasks simultaneously under tight deadlines, prioritizing work and managing own time. Knowledge of Microsoft Excel databases, ArcGIS, Global Positional Systems (GPS) and Microsoft applications. Possession of a valid Washington State Driver's license prior to employment. Ability to conduct noxious weed surveys from a car, and on foot over terrain of varying difficulty, including steep areas and dense vegetation. Ability to control noxious weeds using Integrated Pest Management methods. Exposure to inclement weather conditions expected. Must be able to work occasional evenings and weekends. Need to obtain a Washington State Public Pesticide Operator license within 30 days of hire.

Application & Selection Process

Applicants are required to submit a Mason County Application. The completed application may include additional pages of employment history using the application format, and a resume may be attached. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened based upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. **Only those candidates chosen for interviews will be contacted.** Please read the reverse side for additional information. *This selection process may be subject to change.*

Return Applications to: Mason County Human Resources

Mailing Address - 411 North 5th Street, Shelton, WA 98584

Physical Address - 423 North 5th Street, Shelton, WA 98584

humanresources@masoncountywa.gov Phone-(360) 427-9670 X 290 Fax-(360) 427-8439

Equal Opportunity - Affirmative Action Employer

Drug Free Work Environment

This information does not constitute an expressed or implied contract or offer of employment. Any provision contained herein may be modified and/or revoked without notice.

Application Instructions – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed and dated, and returned to the Human Resources Department on or before the closing date. Completed applications should be submitted or mailed to: Mason County Human Resources, 411 North Fifth Street, Shelton, WA 98584, humanresources@masoncountywa.gov. Mailed applications must be postmarked no later than the closing date. Additional materials will not be accepted after the closing date (with exception to mailed applications/material with postmark by the closing date). Applicants should keep a copy of their completed application and any supplemental pages because they will not be returned nor copied after receipt.

Applicant Qualifications – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

Authorization to Work – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

Work Environment – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

“At-will” Positions – Some positions are considered “at-will” or at the pleasure of the employer. Therefore, the County does not need to establish “just cause” or “cause” to terminate the employment relationship. Selection to at-will position does not create or constitute an employment contract or agreement.

Affirmative Action/Equal Employment Opportunity – Mason County is an equal opportunity employer, committed to fair employment practices and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran’s status, disability, or any other bias prohibited by federal, state or local law.

Accommodation – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 290.

Health Insurance – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

Paid Leave – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

Retirement Plan – All regular Mason County employees are enrolled in the Washington State Public Employee’s Retirement System (PERS, PSERS or LEOFF). The County and employees contribute jointly to the plans.