

# Cascade County

## Job Vacancy Announcement

<b>Position: Weed &amp; Mosquito Superintendent</b>	<b>Closing Date: Open Until Filled</b>
<b>County Department: Public Works</b>	<b>Dept. Admin.: Brian Clifton</b>
<b>Type of Position: Full-Time</b>	<b>Salary: \$48,000-\$50,000 DOE</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### POSITION DESCRIPTION

Directs, manages, supervises, and coordinates the activities and operations of the Weed & Mosquito Division of the Public Works Department. Coordinates assigned activities with other departments, Cascade County Weed Control Board, and Public Works Director. Performs other related duties as assigned.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Keeps Public Works Director informed of personnel and labor relations and vehicle/equipment maintenance needs; assists in monitoring operating budget, overtime and contracts; resolves grievances as appropriate; supervises, plans, coordinates, and directs the work of the Weed & Mosquito Division. Makes recommendations on staffing decisions including hiring, firing, training, discipline, performance evaluations, and scheduling of work to the Public Works Director; advises on various operational and personnel matters; makes recommendations for improvement and implements programs, standards and procedures; creates and maintains a high performance environment characterized by positive leadership and strong team orientation; reviews proposed legislation; maximizes use of computer programs to improve efficiency and management of operations, with good basic computer knowledge and skills; develops, maintains, and updates various divisional standard operating procedures and policies; provides input for the establishment of training programs to alleviate deficiencies and increase mechanical skill or promotional opportunities; supervises and assists the Director in evaluating performance of all assigned personnel and ensures sufficient flow of communication between maintenance personnel and management; maintains an organized, safe and health work and chemical building, ensuring strict compliance with all safety, security, cleanliness, environmental, and OSHA regulations; develops plans and schedules to meet unexpected situations and new developments; communicates with personnel throughout the county to coordinate activities and resolve problems; practices and encourages work place safety and holds employees accountable to practice work place safety; monitors and directs adherence to State and Federal regulations; responds to complaints regarding divisional deficiencies and develops plans for correction; ensures compliance with fiscal requirements and other legal rules and regulations; attends meetings and conferences, directs and serves on boards and committees; prepares and maintains necessary records and reports.

**Knowledge and understanding of:** Supervisory principles and practices; Cascade County Human Resource policies and procedures, and related state and federal statutes; principles of noxious weed control; principles of mosquito vector and nuisance control; safety rules, procedures and practices; planning weed and mosquito control programs and processes; basic statistics and mathematical calculations; English usage, spelling, grammar, and punctuation; automated computer systems, basic computer use and data entry; basic knowledge of geographic information systems (GIS) and the use of navigation/geographical positioning systems (GPS).

**Ability to:** Plan, organize, and direct comprehensive programs within Weed & Mosquito Division; plan, organize, prioritize, supervise and evaluate the work of professional, para-professional, and clerical workers to meet departmental goals and community needs; perform a wide variety of supervisory and public relations tasks with accuracy and speed under the pressure of time-sensitive deadlines; establish effective working relationships with the Board of County Commissioners, Finance Director, Human Resource Director, other county departments, employees, Federal and State agencies, private agencies, and the general public; communicate well with others in both technical and non-technical terms, as well as, orally and in writing; prepare accurate and reliable reports containing findings, recommendations, and technical documentation; evaluate resources as needed; organize tasks and work environment to maximize efficiency; use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; drive to meetings year round within the state of Montana; meet challenges with resourcefulness through original thinking and creativity; identify, analyze and address problems and trends in a timely, efficient and equitable manner; adapt to interruptions, equipment failures, unusual demands or changing priorities; handle confidential information; coordinate, analyze, and utilize a variety of reports and records; employ and enforce safety practices and procedures; work outside normal hours as assigned; obtain Montana Department of Agriculture Pesticide Applicators License to include Right of Way, Aquatic, Ornamental and Turf Pest Control; Mosquito and Weed Abatement License; Obtain Dealer's License to buy and sell chemicals; input, read, and manipulate ESRI ARC GIS and ARC PAD programs.

### EDUCATION AND EXPERIENCE

The above is typically acquired through a combination of education and experience. At a minimum all applicants must have a Bachelor's Degree in a Physical Science, Natural Science, or closely related field; **and** five (5) years' experience including two (2) years supervisory experience; **or** any equivalent combination of education and experience totaling nine (9) years including two (2) years supervisory experience. Applicants must possess a valid driver's license issued by the State of Montana.

*The successful applicant must serve a 1 year probationary period and may have a criminal background check conducted. The results thereof may disqualify applicant from consideration for employment with the county.*

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**