

## **JOB DESCRIPTION**

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**TITLE:** Noxious Weed Superintendent  
**DEPARTMENT:** Noxious Weed Department  
**DATE:** October 2023

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### **GENERAL SUMMARY**

Supervision and implementation of the Boise County Noxious Weed Control program as required under Idaho Noxious Weed Statutes and other related State and Federal Agency regulations. Evaluates personnel and equipment needs and monitors budget, and performs related work as required.

### **ESSENTIAL FUNCTIONS:** (illustrative only)

1. Provides supervision to Boise County Noxious Weed Department Employees. Delegates project responsibility to staff when necessary.
2. Surveys County, Public and Private Lands for identification and location of noxious weeds/invasive species. Devises and implements innovative weed management practices that include but are not limited to herbicide application, biological control, manual removal and aquatic applications.
3. Enforcement thereof, when necessary, Idaho Code title 22 Chapter 24 pertaining to Noxious Weed Laws/Enforcement
4. Attends County, State and related public meetings; keeps the public informed/educated on County Weed Abatement activities, policies and procedures.
5. Works when needed or required with Cooperative Weed Management Associations, Idaho Weed Control Association as well as coordinates departmental projects with Federal, State and Local Agencies.
6. Prepares department budget and recommends equipment purchases / acquisitions to County Commissioners; upon approval, administers departmental budget and requisitions supplies and materials. Develops department goals and plans; develops and implements operating policies and procedures; assess needs, writes equipment and vehicle specifications; authorizes purchase orders and capital expenditures; oversees parts, equipment and herbicide/chemical inventories; monitors computerized records systems; monitors department operating budget; evaluates operating costs and develops / revises price structures.
7. County wide monitoring of mosquito abatement issues. Educate/inform public on minimizing exposure.
8. Supervises staff in the application and handling of herbicides in approved methods following herbicide label recommendations. Ensures that staff is educated and trained in all safety regulations/procedures and that all safety regulations/procedures are followed.
9. Understands and trains staff in hazards related but not limited to herbicide application, biological control, aquatic control, manual control.
10. Supervises all operations to assure conformance with Federal and State Laws in cleaning, calibration, safety and preventive maintenance of spray equipment as well as other equipment.
11. Supervises contractor operations as necessary.
12. Recruits, hires and trains staff and evaluates performance: disciplines and dismisses department employees upon approval of the County Commissioners; sets priorities and schedules daily operations of maintenance activities and work assignments; establishes performance and safety standards; approves personnel actions; assess staff training needs, monitors and maintains certifications for staff as needed or required.
13. Knowledge and ability to operate and maintain a variety of motorized vehicles/equipment including but not limited to ATV's, UTV's, AWD Vehicles/Trucks as well as various small engine machines.
14. Completes appropriate reports, maintains records, and issues news releases/public information as necessary.
15. Performs all duties with due regard to personal safety of employees and public; insures less skilled personnel comply with applicable safety and occupational health standards. Maintains good working relationships and communication with employees and the public. Establishes a public image that reflects favorable on county employees in use of county equipment, work ethics and public service attitudes.

16. Schedules appointments, training and meetings as necessary to meet work schedules and Supervisor Guidelines; including but not limited to public meetings, Commissioners meetings, training sessions and safety meetings.
17. Performs other duties as assigned.

These duties, or working procedures, describe the chief function of the job and are not to be considered descriptive of every duty of the job.

**RISK MANAGEMENT:**

The Noxious Weed Superintendent is responsible for departmental risk management. The Noxious Weed Superintendent must require all department employees to adhere to all Boise County policies, including but not limited to, the following: safety, personnel, travel, technology and accident reporting.

**REPORTING RELATIONSHIPS:**

Position reports to: Boise County Board of Commissioners.

Subordinate Staff: Assistant Weed Superintendent, Administrative Assistant, other Full Time and Seasonal Staff as assigned/required.

**QUALIFICATIONS:**

**KNOWLEDGE:** Considerable knowledge of herbicides and handling thereof, weed and invasive species identification. Knowledge of effective application procedures, biological and manual control methods. State and Federal Laws and Regulations and local knowledge as required. Considerable knowledge of equipment/machinery; working knowledge of equipment maintenance and repair. Working knowledge of supervision and safety standards. The ability to do and apply basic math skills.

**SKILLS/ABILITIES:** Supervisory, management and computer skills. Ability to communicate effectively verbally and in writing. Ability to plan, organize and direct affairs and operation. Skills to develop and maintain effective working relationships with Elected Officials, Federal and State Agencies as well as with local governments, subordinates and the public. Ability to work effectively complete required reports in a timely manner. Supervise subordinates and manage a weed eradication/management program. Understand the hazard in handling and using herbicides. Ability to lift a minimum of 50 pounds and work outdoors in extreme conditions. Physically able to walk/hike long distances carrying a minimum of 50 pounds. Must be able to traverse and inspect all areas of jobsite in all types of weather; this may include walking, climbing, reaching, bending, crawling, or stretching. May require some traveling. Exposure to characteristic site dangers. Must be on-call to address delays, emergencies, bad weather, and other issues at the jobsite.

**EXPERIENCE:** Minimum of five (5) years in an active Weed Management Program. Two (2) years general supervisory experience or an equivalent combination of experience. Must have a Professional Herbicide Applicators License issued by the State of Idaho. A working knowledge of Aquatic Application as well as Forest Applications. Must have a valid Idaho State Drivers License. Working knowledge of GPS's, digital cameras, computers and software. Experience with budgets and the preparation/implementation and monitoring thereof. An equivalent combination of experience, education, training which provide the required knowledge, skills and abilities.

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