

Fallon County Job Description

Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, in all aspects of employment without regard to race, color, creed, religion, political affiliation, sex, national origin, age, disability or genetic information or any other basis prohibited by federal, state, and local laws. Applicants with disabilities who need accommodation with the application or selection process should contact Human Resources.

Job Title: Seasonal Lead Crew Hand	Department: Weed
Reports to: Weed Control Coordinator	Job Status: Seasonal, Non-exempt
Location: Baker, Montana	Probationary Period: Six (6) months

Job Overview

At the direction of the Weed Control Coordinator, this position provides oversight of seasonal crew hands by directing the daily work assignments. This position is a working seasonal crew hand/seasonal crew driver and uses a variety chemical spray equipment to control identified noxious weeds in Fallon County. This requires extensive outside manual labor in a variety of weather conditions. Participates in regular maintenance of equipment and cleaning of the facility.

Essential Functions

Daily Work Assignments – At work site, provides verbal direction and guidance to seasonal crews to ensure work is completed in a timely manner in accordance with established protocols and procedures. Serves as a link between crew hands and the Coordinator to ensure work is completed in a timely and safe manner.

Chemical Spraying – Identifies noxious weeds. Using established procedures and equipment including but limited to 4x4 trucks, ATV/UTV's, GPS, pumps, small engines and Personal Protective Equipment, sprays weeds with approved chemicals. Ensures spraying procedures adhere to weed control rules and regulations by maintaining communication with the Coordinator and other crew hands via training and established written materials. Spray procedures include extensive walking and/or driving.

Equipment Maintenance and Facility Cleaning – Performs regular maintenance on equipment, including checking and/or changing oil, tire pressure. Cleans equipment including washing vehicles. Cleans and organizes shop.

Competencies

The knowledge, skills, abilities and other characteristics to perform this work include but are not necessarily limited to: *Adaptability, Assertiveness, Attention to Detail, Customer Service, Coordination of Work Assignments, Delegation, Dependability, Flexibility, Initiative, Map Reading, Mechanical, Leadership, Oral & Written Expression, Record Keeping and Safe Operation of Vehicle/Equipment.*

This position requires significant knowledge of the identification of noxious weeds and subsequent spraying of chemicals and the ability to direct the daily work of a crew. Must be able to delegate work assignments at the job site. Must be able to safety drive a 4x4 truck while engaging in various spray tactics. Ability to work independently, demonstrate calm and effective leadership. Ability to read, understand and utilize maps, aerial photos and GPS equipment. Knowledge of basic tools including

purpose, repair and maintenance. Maintain accurate and neat records of daily chemical applications, as required by State law.

Possess excellent customer service and interpersonal skills to resolve questions and concerns using good judgment and discretion. Effectively interact with variety of personalities and demands of the public. Resolve questions or concerns with courtesy and respect. Willingness to work beyond routine and scheduled hours. Listen to and understand information and ideas presented through spoken words and sentences. Communicate information and ideas in speaking so others will understand.

Safety

Safety is a primary duty and a personal responsibility. County employees are responsible for reading, understanding and following safety rules and procedures as identified within County Policy, our Safety Program as well as at each department/work location/JSA. This position is responsible for wearing PPE as identified in the JSA or when working in areas where there is danger of injury. PPE may include but is not limited to hard hats, protective eye wear, ear protection and/or helmets. Responsible for wearing suitable work clothes as determined by the Weed Control Coordinator. Reports all injuries, hazards and/or near misses utilizing established reporting forms and procedures. Knows the location of first aid kits, fire extinguishers and other safety devices. Attends all safety meetings including annual training. This position will not perform potentially hazardous tasks or use any hazardous material until properly trained.

Supervisory Responsibility

This position has no supervisory responsibilities; however, will direct the daily work of the Weed crew hands.

Work Environment

This position performs work throughout Fallon County in outdoor settings and in a variety of weather conditions including but not limited to heat, sun, wind and rain. Exposed to a variety of grasses, weeds, trees, shrubs, flowers and other sources of pollen.

Required Education and Experience

Must be a minimum of eighteen (18) years of age and a minimum of one (1) year of experience working as a seasonal crew hand.

Must hold or obtain within thirty (30) days a Montana Governmental Applicator License. The Weed Board will cover the expenses to obtain the license and attend training classes. Prior Weed Board approval is required to attend training sessions.

Preferred Education and Experience

Experience in using a side-by-side and manual transmission is preferred. Knowledge of the identification of noxious weeds and herbicides used in their control is a plus; however, extensive on the job training is provided in both areas.

Additional Eligibility Qualifications

Must possess a valid Driver License. This position will use County owned vehicles and/or equipment and is subject to a motor vehicle driving history review.

Salary Schedule

The starting wage for this position is \$14.50 per hour. Experienced and returning seasonal crew hands will be paid on the following schedule:

2nd Year: \$15.25 per hour

3rd Year: \$16.50 per hour

4th Year: \$18.00 per hour

Upon obtaining the Montana Governmental Applicator License will receive an additional \$.50 per hour at any of the above identified wage levels.

Position Type/Hours of Work:

This seasonal position typically works during the summer months; shifts may be up to twelve (12) hours and often begin as early as 5:30 a.m. Schedule is often dependent upon the weather; the needs of the department may result in overtime (in excess of forty (40) hours per week in accordance with Fallon County policy) and will be compensated at time and a half.

Physical and Environmental Demands

While performing the duties of this job, the employee is regularly required to speak or hear. The employee is frequently required to stand, walk on uneven surfaces, sit, bend, and reach with hands and arms. May be required to climb or balance and stoop, kneel, crouch or crawl. May be required to lift up to fifty (50) pounds. Specific vision abilities include close and distant vision. Will work in a variety of weather conditions.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.

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