

SHERIDAN COUNTY WEED & PEST

2667 AERO LOOP

SHERIDAN, WY 82801

www.scweeds.com

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**Job Vacancy:** Assistant Supervisor

**FLSA Status:** Non-Exempt, Full Time, Year Round, Salary

**Salary:** 40k - 55k Dependent on Experience

**Benefits:** Retirement, Medical, Vision, Dental, Vacation Time, Sick Leave, Paid Holidays

**Reports To:** District Supervisor

**Supervises:** Seasonal Employees

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### **JOB SUMMARY**

Sheridan County Weed and Pest Control District is seeking an experienced and driven assistant district supervisor to assist the district supervisor in implementation of district programs in accordance with local, state, and federal guidelines.

The assistant supervisor will be responsible for managing the following district programs: Mosquito, Weed-free Hay Certification, Grasshopper, and Rights-of-Way. The assistant supervisor shall train and manage seasonal employees on matter of policy and procedure, hazard communication, personal protective equipment, skills development, commercial applicator license testing. Employee will assist the supervisor with all projects, reports, and equipment repairs. This includes, but is not limited to payments, grant applications/reports, community relations; and planning, implementing and overseeing weed control projects. Duties will be highly variable depending on season and need. Most field activities occur during the summer and mid-winter, and office duties in the autumn and spring.

There is significant exposure to extreme heat and extreme cold under demanding physical conditions. Applicant must have the ability to lift up to 50 pounds and walk over rough terrain as well as spend extended amounts of time at a desk.

The ability and willingness to work independently, take instruction, be honest, have a positive attitude, make critical decisions, get along with coworkers, and act in a manner conducive to good business relations is critical to the success of an employee in this position.

The position will work 40 hours per week with a schedule assigned by the District supervisor. Overtime may accrue if approved by the District supervisor.

**Interested parties should submit a resume, cover letter, and list of three references to [walker@scweeds.com](mailto:walker@scweeds.com) or to Sheridan County Weed and Pest at**

**2667 Aero Loop Sheridan, Wy 82801**

**Applications are due by March 8, 2023**

## **DUTIES AND RESPONSIBILITIES**

- **Employee Administration**
  - Train all employees on OSHA Hazard communication safety training, job orientation, policies and procedures, calibration, mixing chemicals, spray techniques, vehicle navigation/spraying from vehicle, mosquito larval sampling, and weed identification
  - Register all employees for First aid/CPR/ROHVA training and Commercial Applicator testing
  - Plan for and direct seasonal crew activities
  - Review/edit/approve seasonal employee timesheets
  - Keep detailed daily seasonal employee activity/performance reports
- **Mosquito**
  - Write and submit grant proposal and report
  - Coordinate/execute mosquito sampling
  - Conduct West Nile Virus testing
  - Keep detailed and accurate records of sampling & testing
  - Contact landowners prior to monthly mosquito treatments
- **Certified Weed-Free Hay**
  - Maintain NAISMA Weed-Free Forage and Gravel Certification
  - Educate landowners
  - Coordinate/execute weed surveys in hay fields for certification
  - Write/submit/file transit tickets, certificates of inspection, etc.
- **Gravel Pits**
  - Coordinate/execute gravel pit weed assessment surveys
  - Develop written remediation plans
- **Subdivisions**
  - Coordinate/execute weed assessment surveys for new subdivisions
  - Develop written control plan
- **Biological Control**
  - Plan/execute biological releases throughout the county and keep detailed records for:
    - Leafy spurge beetles
    - Canada thistle Rust
    - Purple loosestrife beetles
    - Canada thistle gall flies
  - Establish/maintain biological control insectaries in the county
    - Leafy spurge beetles
    - Canada thistle Rust
    - Purple loosestrife beetles

■ Canada thistle gall flies

- **Grasshopper**
  - Coordinate/execute grasshopper counts
  - Coordinate annual APHIS Grasshopper education courses
- **Federal and State Agencies**
  - Write and submit grant applications and reports
  - Maintain detailed records of grants
  - Coordinate/execute treatment of Forest Service treatments
  - Work in partnership and maintain honest, open, and positive communication with many different agencies; Game & Fish, USFS, BLM, University of Wyoming, etc.
- **Customer Relations**
  - Coordinate/execute weed assessment surveys for landowners and assist in generating management plans
  - Exemplify outstanding customer service
  - Always represent the district in a professional positive manner
  - Calibrate landowner's spray equipment and provide training in equipment calibration
  - Load/unload and train customers on how to properly use rental equipment
  - Provide information and education directly to clientele by phone, email, or in person contacts
- **Administrative Duties**
  - Create and maintain procedure manuals, OSHA Hazard Communication Safety Training, job orientation, policies and procedures, and weed identification tools.
  - Cooperate with city and county agencies involved in weed control
  - Maintain/organize physical and electronic copies of contractual files.
  - Create/submit requests for proposals
  - Create/maintain/organize Safety data sheets and labels for all chemicals
  - Receive/process payments
  - Weekly, monthly, biannual, and annual inspections and logs of shop equipment to satisfy OSHA requirements
  - Scheduling/conducting vehicle/equipment maintenance
  - Inventory management for office, shop, and miscellaneous supplies
  - Provide logistical support for programs, meetings and events, including room reservation, agenda preparation, and calendar maintenance
- **Grants**
  - Organize and file grants physically and electronically
  - Assist with all grant research, writing, reporting, and securing of local, state, federal grants

- Keep a detailed list of all grant applications/reports deadlines
- Development/distribution/maintenance of database for in-kind match for grant reporting
- **Facility/Shop/Warehouse**
  - Calibrate all equipment
  - Equipment repair
  - Grounds maintenance
  - Keep the shop and warehouse clean and organized
- **Herbicide Treatments**
  - Coordinate/execute/supervise spraying of county Rights-of-Way
  - Coordinate/execute/supervise Forest Service treatments
  - Coordinate/execute saltcedar treatment
  - Correctly and safely mix herbicides
  - Pre/post treatment surveys and data collection
- **Meetings**
  - Attend annual pesticide safety meeting
  - Create/present educational material for all ages
  - Attend board meetings and Wyoming Weed & Pest conferences and workshops

## **REPORTING RELATIONSHIPS**

- This position reports to:
  - Sheridan County Weed & Pest Supervisor
- This position has supervisory and/or management responsibility for
  - Seasonal employees
- This position has the following authority:
  - Interview potential employees alongside district supervisor
  - Hire seasonal employees alongside district supervisor
  - Oversee seasonal employees alongside district supervisor
  - Determine working procedures for the Rights-Of-Way crew and seasonal office assistant
  - Reassign work to meet needs
  - Reprimand seasonal employees when disciplinary actions are necessary

## **EDUCATION, EXPERIENCE, AND TRAINING**

- Minimum qualifications:
  - Bachelor's degree from an accredited college or university in agriculture, biology, natural resource, or a related field; or equivalent experience
  - Maintain Wyoming Driver's License
- Desired qualifications
  - Experience in integrated pest management
  - Experience in leadership and crew management
  - Experience in plant and insect identification
  - Experience in grant reporting
- Successful applicants will be expected to receive the following certificates within one year of start date
  - Commercial Pesticide Applicator License 901A, 901E, and 906
  - NAISMA Weed-Free Forage and Gravel Certification
  - Wyoming Mosquito Management Certification
  - Forklift Operator Certification
  - ROHVA Certification
  - First Aid/CPR Certification

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to identify weeds in every growth stage and methods of integrated weed management
- Ability to identify mosquito larvae, sex mosquito adults, identify different adult mosquito species, and biological control agents
- Knowledge of program planning principles and human resources management principles and practices
- Skills in evaluating organizational operations including costs, staffing, scheduling, etc. and formulating recommendations
- Ability to utilize problem solving strategies
- Knowledge and ability to apply technical and mechanical skills associated with district equipment
- Knowledge of district programs
- Ability to write reports without grammatical errors and in sufficient detail
- Knowledge of current technological capabilities and applications including computer mapping, data collection, databases, and accounting software
- Knowledge of and the skill and ability to communicate technical and regulatory information to the public
- Ability to safely operate county vehicles with trailers on uneven terrain
- Ability to use all software applications employed by the district

- Ability to deal with crises and interact with employees/clientele to defuse the situations
- Ability to establish and maintain effective working relationships with other professionals, employees, media, board members, other organizations, other advisory councils, and the general public

## **PHYSICAL REQUIREMENTS**

- *Ability to:*
  - Conduct activities involving walking, standing, hiking, or sitting for extended periods of time
  - Lift and carry burdens weighing up to 50 lbs on occasionally uneven or steep terrain
  - Conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, and reaching are used on a moderate to substantial basis
  - Operate a motor vehicle and light to mid-duty equipment on uneven terrain

## **DISCLAIMER**

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties of this position which requires the use of persons' hands, arms, legs, back, eyes, ears and speech. Reasonable accommodations will be made to enable individuals with disabilities to perform those duties.

The work environment characteristics described here are representative of those an employee may encounter while on the job. The primary work setting is in the office, shop, warehouse, and field. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Employment with Sheridan County Weed & Pest is at will.

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*\*Sheridan County Weed & Pest is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. The District has a smoke free working environment and is a drug free workplace. All employees are subject to pre-employment, random, and cause testing for drugs and alcohol.*