SAN JUAN COUNTY

POSITION DESCRIPTION

Position Title: Noxious Weed Field Assistant
Date: February, 2003
Reports to: Noxious Weed Program Coordinator
Department: County Agent
FLSA Status: Nonexempt
Positions Supervised: none

BASIC FUNCTION: The employee occupying this position is responsible for conducting field work and coordinating efforts to eradicate or control noxious weeds along county right of ways, utility corridors, and other public and private lands. Work is performed independently under the general direction of the Noxious Weed Coordinator, County Extension Agent and the Noxious Weed Control Board.

MINIMUM QUALIFICATIONS: High school diploma or equivalent and a working knowledge of basic botany including plant taxonomy OR any combination of education, training and experience which provides the knowledge, skills and abilities to perform the essential job functions. Must have the ability to work independently and to interface comfortably with private and public individuals and groups. Must have, or be able to obtain within one year of employment, a Washington State Department of Agriculture Herbicide Consultant’s license. Familiarity with GIS/GPS systems operation desirable.

PRINCIPAL DUTIES - Asterisk designates essential function:

1. Performs field work study to locate and identify noxious weeds within the County.
2. Assists efforts to eradicate noxious weeds with county departments, the Town of Friday Harbor, utility companies, WA State Parks, port authorities, volunteers, members of the community, and others.
3. Works with volunteers, crews and employees of public agencies in the field.
4. Serves as a resource for the public and private sector regarding noxious weed identification, control methods and other general information.
5. Regularly attends the meetings of and reports to the San Juan County Noxious Weed Control Board.
6. Contacts public and private property owners when noxious weeds are located on their property and provides assistance for the owner in eradicating the weeds.
7. Maintains current knowledge of noxious weeds being targeted for control.
8. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

CLASSIFICATION: Noxious Weed Field Assistant
PAY RANGE: H-4
OCCUPATIONAL GROUP: 23
BARGAINING UNIT: Local 1849
The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

PHYSICAL AND MENTAL REQUIREMENTS:
Frequent sitting standing and walking. May occasionally be required to lift objects weighing 20-50 lbs. with both hands and arms. This position requires continuous hand and finger movement, visual acuity at 20 inches. The employee must be able to talk, receive and understand written and oral communication and given written and oral instruction.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maps, aerial photos, measuring tools</td>
<td>2-3</td>
<td>X</td>
</tr>
<tr>
<td>Camera, video camera</td>
<td>1-2</td>
<td>X</td>
</tr>
<tr>
<td>Vehicle</td>
<td>3-4</td>
<td>X</td>
</tr>
<tr>
<td>Telephone</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Copy machine</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
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</tr>
<tr>
<td>Hand Tools – shovels, pruners, weed wrenches</td>
<td>3-4</td>
<td>X</td>
</tr>
<tr>
<td>Computer</td>
<td>1-2</td>
<td>X</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Work is often performed outdoors, along roadsides and on public and private property. Employee must travel by automobile, ferry, small boat, and plane to sites on other islands and occasionally to the mainland for training and administrative duties. Work is performed in all sorts of weather.