### Position Description

 JOB TITLE: District Supervisor SALARY PAY BAND: Set by Board, D.O.E.

 REPORTS TO: District Board; County Commissioners SUPERVISES: Full-time, Seasonal staff,

 STATUS: Exempt Part-time, Contractors

## **JOB SUMMARY**

* Senior management position.
* Participates in the planning processes, implements, and directs the administration of policies, programs, and facilities maintenance under the supervision of the Weed and Pest District Board.
* Responsibilities include strategic and tactical planning, budgeting, and oversight of all District programs.
* Represents the District in an official capacity at the international, national, state, and local levels.

## **DUTIES AND RESPONSIBILITIES**

## Essential Duties:

1. **Program Implementation:** In conjunction with the Weed and Pest District Board plans, implements, and directs the policies and programs per Wyoming Statute; establishes goals and objectives; and develops program guidelines, schedules, procedures, policies, and regulations to ensure effective delivery of services.
2. **Staff Oversight:** Evaluates staffing requirements; and directs/participates in staffing decisions; provides training for employees; monitors and evaluates employee performance; and identifies needs for professional development.
3. **Budget Management**: Develops budget for the district, monitors progress against budget, and approves expenditures associated with managing the District and its people. Oversees/directs the reporting for special programs.
4. **Equipment & Facilities Management:** Plans for and manages equipment acquisitions and supervises the maintenance of facilities, properties, and equipment.
5. **Represents the** District in an official capacity concerning interpretation of regulationsand requirements, authorizes internal as well as contractual planning and examination efforts.
* **Represents the District:** May represent the District within the Wyoming Weed and Pest Council (WWPC), the North American Invasive Species Management Association (NAISMA) and other weed management organizations, directing sub-committees and programs as required.

## Other Duties:

* Directs the implementation of all programs related to designated/declared species.
* Oversees/directs office management, seasonal supervision, landowner communication, treatments, herbarium and insectarium collections, record keeping, GIS/GPS, quality control and other duties as needed with other full-time staff.
* Shares responsibility of safety training with other employees.
* Conducts special projects and assignments as required.
* All other duties as assigned.

## **EDUCATION, EXPERIENCE AND TRAINING**

## Minimum Education and Experience:

1. Bachelor’s Degree in Agriculture, Range Management, Entomology, Biology, Finance, Accounting or a related field.

**OR**

An equivalent combination of education and experience may be used to meet the minimum requirements.

**AND**

1. Commercial Pesticide Applicators License.
2. State of Wyoming Weed and Pest Control District Supervisor’s Certification as per WY Statutes 11-5-105 (a) (iv).

## Special Training or Experience:

* Experience with GIS Systems.

## Job Requirements:

* Determine working procedures.
* Reassign work to meet emergencies.
* Grant time off.
* Recommend employees for promotion.
* Assign overtime duties.
* Select new employees.
* Recommend/Grant promotions.
* Carry out employee disciplinary actions.
* Conduct performance evaluations.
* Instruct/Train coworkers.

## **KNOWLEDGE, SKILLS AND ABILITIES**

## Knowledge of:

* Management principles and practices.
* Program planning principles and human resources management principles and practices.
* Current technological capabilities and applications.

## Ability to:

* Apply technical and mechanical skills associated with District management.
* Write reports with sufficient detail to enable the reader to identify and understand all pertinent facts.
* Communicate technical and regulatory information to the public and seasonal staff.
* Establish and maintain effective working relationships with other professionals, subordinate employees, media, other organizations, Board members, and other advisory councils and the public.
* Operate various equipment including but not limited to motor vehicles, ATVs, various spray equipment, UTVs, forklift, GIS/GPS and business/office equipment.
* Understand verbal and written information and instructions.
* Easily exchanges and relays information to others.

## Skills to:

* Evaluate organizational operations (including costs, staffing, scheduling, and related areas) and formulate recommendations.
* Utilize problem solving strategies.

## **OTHER REQUIREMENTS (including physical and environmental)**

## Environmental Conditions:

* Approximately 40-45% of this position’s duties are performed within an indoor or a protected environment.
* The incumbent may be exposed to adverse conditions while driving from the primary business location to field locations as well as during any service-related activities.
* Substantial seasonal exposure to toxic/caustic chemicals and other conditions such as fumes, odors, dust, and mists will be encountered.
* Moderate seasonal exposure to extreme heat or without temperature changes will also be encountered.
* Limited exposure to explosives, blood-borne pathogens, body fluids and tissue, and diseases of known and unknown origin are experienced less than 5% of the time annually.

## Physical Requirements:

Ability to:

* Conduct activities involving walking 60% of the time, standing 30% of the time, and sitting 10% of the time.
* Ability to lift up to 50 lbs. assisted. Ability to push and/or pull burdens weighing up to 300 lbs. on a limited to moderate basis.
* Carry backpack equipment weighing between 24 and 40 lbs.
* Grasp and manipulate tools, equipment and materials used in the maintenance of facilities and equipment.
* Conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, and reaching are used daily on a moderate to substantial basis.
* Participate in routine conversation in person or via telephone.
* Distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity to observe all elements of a structure or zone and document the results.
* Use a computer daily for prolonged periods of time.
* Operate a motor vehicle and light to mid-level equipment.

\*THE DISTRICT RESERVES THE RIGHT TO REVISE AND ALTER THIS JOB DESCRIPTION AS NEEDED

We are an Equal Opportunity Employer, Females/Minority/Veterans/Disabled/Sexual Orientation/Gender Identity