



# SEASONAL NOXIOUS WEED CONTROL ASSISTANT

## WSU EXTENSION OFFICE

### Posting # 17-19

#### MASON COUNTY EMPLOYMENT OPPORTUNITY

Opening Date: May 4, 2017

Open Until Filled

Department: Mason County Noxious Weed Control Board-WSU

First Review Date: May 15, 2017

Hourly Wage: \$13.00 to \$16.00

#### Job Summary

This is a seasonal position with the Mason County Noxious Weed Control Board. This position does not receive medical, dental, vision or life benefits but is required to contribute to the State Retirement System. This position is based on a 32-40 hour work week and works approximately 5 months. Hours will be flexible and may include weekends and evenings. The Mason County Noxious Weed Control Program works to prevent and reduce the economic, environmental and social impacts of noxious weeds in Mason County. The program's focus is to achieve voluntary control of noxious weeds through education and technical assistance to landowners.

#### Examples of Duties

Working with the public and property owners to educate and achieve compliance with Washington State Noxious Weed Control Laws. Assist with conducting field surveys and mapping weed infestations utilizing GPS/GIS equipment. Operate county vehicle to facilitate field inspections and transport of equipment, personnel and materials to work sites. Participate directly in weed control activities, including the use of herbicide and physical removal. Must be able to walk on uneven terrain and work in inclement weather. Maintain data in program databases, including GIS and Excel.

#### Minimum Requirements

2+ years of college level training in plant biology, natural sciences, natural resource management, weed identification and/or related field (experience may be substituted for education on a year-for-year basis). Ability to identify noxious weeds found in Washington. Knowledge of noxious weed taxonomy, biology and impacts. Familiarity with integrated pest management and weed control methods. Demonstrated field experience in managing noxious weed infestations and their impacts to natural resources. Knowledge of Washington State Noxious Weed Control law and other relevant local, state and federal laws. Knowledge of Microsoft Excel databases, Arcview GIS, Global Positional Systems (GPS) and Microsoft applications. Possession of a valid Washington State Driver's license prior to employment. Ability to conduct noxious weed surveys from a vehicle, and on foot over terrain of varying difficulty, including steep areas and dense vegetation. Obtain a Washington State Pesticide Operator license within 30 days of hire. The position will require work in the outdoors under a variety of weather conditions. Lifting of materials up to 30 pounds and working with pesticides. Work hours may be irregular and will include extensive local travel.

#### Application & Selection Process

Applicants are required to submit a Mason County Application, **letter of interest describing experience and qualification and a resume** to the Human Resources Department. The completed application may include additional pages of employment history using the application format, and a resume may be attached. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened based upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. This position is open continuously until filled. The first review of applications is the week of March 21, 2016. Applications will then be reviewed weekly thereafter until a candidate is selected. Please read the reverse side for additional information. *This selection process may be subject to change.*

**Return Applications to:** Mason County Human Resources:

**Mailing Address** - 411 North 5<sup>th</sup> Street, Shelton, WA 98584

**Physical Address** - 423 North 5<sup>th</sup> Street, Shelton, WA 98584

[humanresources@co.mason.wa.us](mailto:humanresources@co.mason.wa.us) Phone-(360) 427-9670 X 290 Fax-(360) 427-8439

Equal Opportunity - Affirmative Action Employer

Drug Free Work Environment

This information does not constitute an expressed or implied contract or offer of employment. Any provision contained herein may be modified and/or revoked without notice.

**Application Instructions** – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed and dated, and returned to the Human Resources Department by 5:00 p.m. on or before the closing date. Completed applications should be submitted or mailed to: Mason County Human Resources, 411 North Fifth Street, Shelton, WA 98584, [humanresources@co.mason.wa.us](mailto:humanresources@co.mason.wa.us). Mailed applications must be postmarked no later than the closing date. Additional materials will not be accepted after the closing date (with exception to mailed applications/material with postmark by the closing date). Applicants should keep a copy of their completed application and any supplemental pages because they will not be returned nor copied after receipt.

**Applicant Qualifications** – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

**Authorization to Work** – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

**Union Affiliation** – Joining a union may be a condition of employment for some positions pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law.

**Work Environment** – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

**“At-will” Positions** – Some positions are considered “at-will” or at the pleasure of the employer. Therefore, the County does not need to establish “just cause” or “cause” to terminate the employment relationship. However the County cannot discriminate an employee in conjunction with his/her termination.

**Affirmative Action/Equal Employment Opportunity** – Mason County is an equal opportunity employer committed to fair employment practices without regard to race, color, religion, creed, sex, age, marital status, national origin, veteran services, or individuals with disabilities.

**Accommodation** – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 268.

**Health Insurance** – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

**Paid Leave** – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

**Retirement Plan** – All regular Mason County employees are enrolled in the Washington State Public Employee’s Retirement System (PERS, PSERS or LEOFF). The County and employees contribute jointly to the plans.