



Program: WeedWise

Position Title: WeedWise Technician (Seasonal)

Exempt/Non-exempt: Full-Time, Limited Duration (up to 1560 hours per year)

Salary Range: Grade 10, Steps 1-5 (\$25.32- \$29.33 per hour)

INTRODUCTION

This position serves as a WeedWise Technician for the Clackamas Soil and Water Conservation District (District). This is an “at-will”, non-exempt, full-time, limited duration, position subject to available funding and the General Employment Policies of the District. Clackamas Soil and Water Conservation District is a local unit of government that operates as a special district of Oregon. The Clackamas Soil and Water Conservation District is governed by a board of locally elected directors, and receives its funding through a permanent tax rate, contracts, and grants.

This WeedWise Technician works with residents and land managers to support implementation and monitoring of conservation practices to minimize the impact of invasive weeds on the economic, ecological, and social resources of our region. The WeedWise Technician position assists with weed management, outreach, data management, and associated tasks.

The WeedWise Technician must have basic familiarity and a demonstrated interest with invasive plants and their management, data collection, and management; the ability to work independently and as part of a team; and the ability to clearly communicate with District staff both verbally and in writing. The person(s) in this position are an integral member of the Clackamas Soil and Water Conservation District’s WeedWise Program. The WeedWise Technician is expected to provide technical expertise, exemplary service, and to perform all aspects of their work in a professional manner.

ESSENTIAL DUTIES

70% Technical

- ***Implementation of weed control activities:*** Implement a variety of weed control practices within the Mt Hood National Forest, and across Clackamas County. This will include implementation of weed control efforts as part of the *Priority Weed Control* program initiative. Tasks will include implementing weed control activities using Integrated Pest Management (IPM) practices including coordination with restoration contractors. Implementation of weed control activities may require working in rugged and undeveloped sites in remote locations.
- ***Invasive plant surveys:*** Conduct invasive plant surveys within the Mt Hood National Forest and across Clackamas County to evaluate and document infestations and their extent. The WeedWise Technician must have familiarity with invasive and native plants. Surveys include recording information associated with priority species including size, location, percent cover, and distribution.
- ***Public outreach and land manager assistance:*** Participate in education and outreach associated with efforts implemented through the *Priority Weed Control* and *Technical Assistance* program initiatives.

Tasks will include one-on-one interactions with the public and land managers, participating in outreach events, and working with District staff and land managers to coordinate weed control efforts.

- **WeedWise Program assistance:** Provide general assistance to the WeedWise program and its staff. This may include a variety of general labor tasks encountered in farms, fields, and natural areas.

30% Administrative

- **Maintain positive working relationships:** Responsible for maintaining a positive working relationship with partners, customers, coworkers, board directors, and other officials by being responsive and respectful with people having a diverse range of needs and cultural backgrounds.
- **Data management:** Collect and manage data associated with invasive plant observations, site information, landowner interactions, and treatments. Tasks will include collecting data, analyzing data, ensuring data quality. A working knowledge of Microsoft Excel, ESRI ArcGIS, and mobile data is desired to assist with data collection in the field.
- **Project reporting, documentation, & writing:** Provide documentation and support of WeedWise program activities. This includes documenting weed control activities and methods employed, and regular summaries of activities.
- **WeedWise Program assistance:** Provide general assistance to the WeedWise program and its staff. This may include a variety of general tasks encountered in an office setting to support program activities.

SECONDARY DUTIES

- **Other Duties:** Perform all other tasks as assigned.

SUPERVISORY CONTROLS

The WeedWise Technician is directly supervised by the WeedWise Program Manager. All District employees are subject to the policies and procedures of the Clackamas Soil and Water Conservation District as overseen by the District Manager under the authority of the Clackamas Soil and Water Conservation District Board of Directors.

The WeedWise Technician fulfills assigned work tasks in collaboration with WeedWise program staff, but with a high degree of independence, often using their own judgement and initiative to resolve many problems with or without supervisory consultation. Work will be planned in advance, and the WeedWise Program Manager will be available to discuss problems or concerns, however, work is reviewed in terms of success in meeting performance standards.

The WeedWise Technician is a non-supervisory and is not responsible for supervision of other employees.

KNOWLEDGE, SKILLS AND ABILITIES

The WeedWise Technician must have:

- Knowledge of the ecology and biology of native and invasive plant communities in western Oregon.
- Knowledge of conservation practices applicable to natural resource conservation on rural and urban properties.

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- Knowledge of Integrated Pest Management (IPM) control methods including but not limited to the use of manual, mechanical, cultural, and chemical control practices, as well as the safe and responsible operation of associated weed control equipment, herbicides, sprayers, and personal protection equipment (PPE);
- Basic skill using computers and field-based technology for correspondence, data entry, data analysis and management using Microsoft Office Suite.
- Basic skill using computers and field-based technology for GIS/GPS mapping, data collection, and management.
- Skill in communicating and writing.
- Ability to work collaboratively with partners.
- Ability to work independently and as a part of a team.
- Ability to safely operate a motor vehicle during daylight hours, after dark, and during inclement weather.
- Any combination of training and experience that would likely provide the required knowledge, skills, and abilities will be considered.

REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS

- An Associate’s degree with specialized training in biology, ecology, environmental science, weed science, natural resource management, or a related science, **and** one (1) year of comparable experience working for a natural resource organization, agency, or business; **or** two (2) years of comparable experience working for a natural resource organization, agency, or business.
- Experience working with on-the-ground implementation of conservation practices associated with invasive species/native plant ecology and management.
- Experience collecting field data and maintaining field notes.
- Must have a current Public Pesticide Applicator’s License or secure a license within one month of hire date.
- Sufficient mobility and ability, with or without reasonable accommodations, to perform the physical functions of the job, both in the office and in the field (see *Working Conditions*).

DESIRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS

- Prior experience as a WeedWise Seasonal Technician
- Bachelor’s degree or higher in a relevant field.
- Experience using ESRI ArcGIS Pro, ArcGIS Online, and Field Maps.
- Certification and/or experience using a chainsaw.
- Experience working in remote and rugged terrain.

PROJECT COMMITMENTS

The WeedWise Technician is responsible for adhering to all time commitments obligated under existing project, grants, awards, and agreements. The current project commitments for this position include implementation of noxious weed control on the Mt Hood National Forest.

- USFS: Stewardship Agreement – 520 hours per year

TOTAL COMMITTED HOURS: 520

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ESSENTIAL PHYSICAL ABILITIES AND WORKING CONDITIONS

- Work is performed in both an office environment and in the field. Office work involves significant time sitting at a computer station, keyboarding, standing at a table, and using typical office equipment. Physical requirements include adequate vision and sufficient manual dexterity to operate a computer, and the ability to sit for long periods, to stand, and to lift up to 50 pounds, with or without reasonable accommodation.
- Field work includes working in and around rugged locations such as rivers, streams and ponds, properties with dense vegetation or woodlands, and other areas with steep, slippery, muddy, rocky, or other hazardous terrains. The ability to walk and to carry weight up to 50 pounds, with or without reasonable accommodation on rough terrain and to work and drive in a variety of weather conditions is essential.
- Field work requires handling, mixing, and spraying herbicides and other chemicals that may be hazardous if mishandled. The ability to read and follow labels requirements, and to safely handle herbicides and other chemicals in a variety of field conditions is essential.
- This position may require work outdoors related to workshops, tours, farmers markets, feed stores, field days, and other District-sponsored programs and events. These events may occur during inclement weather.
- This position is generally a 40-hour work week. Regular work hours are between 8 am and 4:30 pm, Monday through Friday. Periodic travel to meetings, events, and training is required. Some evening and weekend meetings may occasionally require overnight stays of more than two consecutive nights.
- The WeedWise Technician shall perform all duties in a prudent and sensible manner, following established policies and procedures.
- To perform the duties of this position, the WeedWise Technician must serve as incidental motor vehicle operator during daylight hours, after dark and during inclement weather. To carry out these assigned duties, a current and valid Oregon driver's license is required.
- Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The Clackamas Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.