

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**NOXIOUS WEED PROGRAM COORDINATOR**

Spec No. 3251

**BASIC FUNCTION**

To provide overall coordination of the County's efforts to control noxious weeds in compliance with all applicable State and Federal Laws.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Is responsible for one or more noxious weed crews providing oversight to subordinate employees as required; lays out daily work assignments and instructs subordinates as necessary; inspects work in progress and upon completion to ensure compliance with work plans and regulations; analyzes and resolves technical problems encountered in the work; enforces safety rules and regulations; enforces County policies and regulations; immediately informs supervisor of any employee injuries, equipment damage, conflict between employees or with members of the public, and any safety and County rule violations or concerns.
2. Works to identify locations and maps noxious weed infestations in the county; determines the ownership of the property.
3. Notifies property owners by mail of the presence of noxious weeds on their property; advises property owners of their responsibilities under state law; provides pertinent information including pictures to help identify and control the particular noxious weed species; may assist in the control if the owner so requests including obtaining hold harmless agreement; maintains a correspondence file for owners of property on which noxious weeds are present.
4. Maintains inventory of equipment and supplies as directed. Demonstrates the use of equipment and materials in a safe, effective and environmentally responsible manner.
5. Develops annual noxious weed program budget with guidance from the Noxious Weed Board and oversight from the Public Works Director or designee. May develop proposals for potential funding sources such as property tax assessments, general fund grants, and Public Works dedicated funds. Prepares grant applications and supervises expenditures of county grant contract funds.
6. Research grant opportunities, writes grant applications, produces grant reports and manages grant contracts.
7. Creates, prepares and makes educational presentations to elected officials, the Weed Board and the general public.
8. Plan, arrange, prepare, set-up and staff educational booth for festivals and fairs
9. Assists with the hiring and training of Road Maintenance noxious weed temporary and regular county employees, work release staff, and others as directed, including providing daily direction, and performance coaching and reviews as needed

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Disseminates biological organisms throughout the county which control noxious weeds and maintains records of the release site locations and the efficacy of the biological agents.
11. Sprays or manually controls noxious weeds in and off county right-of-way, county facilities and assets.
12. Keep abreast with current herbicide product and label changes, equipment, noxious weed news, etc.
13. Responsible for updating the county's noxious weed website and GPS and GIS related software and hardware.
14. Writes up and places legal notices in local newspaper of general distribution in a timely manner, including board member positions, meeting times and dates, and county noxious weed list.
15. Organizes information for Noxious Weed Control Board meetings. Maintains meeting minutes per Board policy.

STATEMENT OF OTHER JOB DUTIES

16. Performs other duties as assigned by PW management.

MINIMUM QUALIFICATIONS

A valid State of Washington Public Operator's Pesticide License; AND, four (4) years noxious weed control administrative and supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License is required for employment.

A valid First Aid and CPR card are required for employment.

State of Washington Public Operator's Pesticide License.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the equipment, materials and tools used in the control of noxious weeds
- federal, state and local laws governing the control of noxious weeds
- aquatic and terrestrial weed control

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KNOWLEDGE AND ABILITIES: (Continued)

Knowledge of:

- writing and managing grants
- the actual and potential hazards associated with the work
- safety rules and regulations
- first aid methods and procedures
- environmental issues
- GPS/GIS mapping
- basic accounting and budgeting practices
- computer software

Ability to:

- coordinate, schedule and oversee the work of subordinate employees
- read, interpret and work from a variety of drawings and work orders
- analyze and determine resource requirements for all types of noxious weed control operations
- prepare a variety of drawings, work plans and specifications, cost estimates and related materials
- read, understand and enforce safety rules and regulations
- establish and maintain effective work relationships with superiors, subordinates and coworkers
- communicate courteously and professionally with the general public, superiors, co-workers, and with staff reporting to the Noxious Weed Coordinator position
- maintain complete and accurate written records, and prepare required reports
- communicate effectively, both verbally and in writing
- prepare and/or create power point presentations, display board information, educational brochures
- present educational programs to the public
- be proficient in the use of computer programs which are pertinent to the position

PHYSICAL EFFORT

The work involves indoors office type work, and outdoor supervision of work crews including some strenuous physical exertion such as lifting objects weighing in excess of 50 pounds, walking with a backpack sprayer for extended periods of time while also safely traversing rough terrain, and working from and piloting water craft.

SUPERVISION

The position receives daily supervision from the Public Works Director or designee per SCC 3.42.050. The position receives program oversight from the five members of the Snohomish County Noxious Weed Control Board and other administrative superiors as assigned.

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WORKING CONDITIONS

The work is performed outdoors in all types of weather and all types of terrain, including working in standing water and/or shallow salt water bays or lagoon, and in watercraft on rivers. Paperwork is normally completed indoors at the county road shop. The employee is exposed to a variety of potential hazards associated with working near traffic and around maintenance equipment.

Employees may be required to work occasional evenings, weekends or holidays due to emergency conditions and outreach events.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1999

Revised: September 2011

Revised and Retitled: September 2015, Noxious Weed Coordinator

EEO Code: 08 – Service and Maintenance Workers

Pay Grade: 904 – Public Works Pay Plan

Workers Comp: 1501 Hazardous