**YAMHILL COUNTY VEGETATION MANAGEMENT SUPERVISOR**

**OPEN POSITION**

Yamhill County has one regular, full-time position for a **Vegetation Management Supervisor** to manage the development, implementation, coordination, performance, and monitoring of a variety of work activities guided by the Yamhill County Roadside Vegetation Management Plan.

**Salary** $4,564.78 - $5,921.34 Monthly

**Location** McMinnville, OR

**Job Type** Regular Full-Time

**Department** Public Works

**Job Number** PW23-023

**Closing** 3/30/2023 3:00 PM Pacific

For application information, see Yamhill County Employment Listings or contact the Public
Works Department at (503) 434-7515.

**The Qualifications**

A high school diploma or GED is required in addition to three years’ combined experience with vegetation management, strategic development, and financial oversight.  Experience or college-level coursework in GIS (preferably ArcGIS) to manage natural resources and experience in establishing and maintaining desirable plants, controlling invasive plants, or educational background in biology, ecology, environmental science, natural resources, agriculture, or forestry is highly preferred.

**The Candidate**

The successful candidate must be able and willing to work outdoors in all types of weather. They must be flexible, self-directed, and detail-oriented with the ability to communicate effectively and professionally with co-workers, personnel from other agencies, and members of the public.

**The Benefits:**

Yamhill County offers generous employee benefits effective the **first** year of employment:

* 15 paid holidays per year.
* 19.5 days of Flexible Earned Time (FET) accrual in the first year (based on an 8-hr day).
* PERS (Public Employee Retirement System) - 100% employer funded contributions.
* Full health benefit offerings with employee premiums starting as low as $58.53/month for 2022-2023 plan year. \*

\*Subject to the [AFCSME Collective Bargaining Agreement](https://www.co.yamhill.or.us/sites/default/files/2020-2023%20YCEA%20CBA.pdf) [(Download PDF reader)](https://get.adobe.com/reader/) (7/1/2020 – 6/30/2023).

Employees must be able to perform the essential functions of this classification with or without accommodation.

**PLEASE NOTE: Salary is dependent on experience. Yamhill County typically hires between steps 1-4**

**GENERAL STATEMENT OF DUTIES:**

Manages the development, implementation, coordination, performance, and monitoring of a variety of work activities guided by the Yamhill County Roadside Vegetation Management Plan adopted in 2016 and updated in 2022.

**SUPERVISION RECEIVED:**

Works under the supervision of the Public Works Director and coordinates with the Road Division Manager.

**SUPERVISION EXERCISED:**

Provides technical and/or functional supervision over assigned staff and GIS interns.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION.   DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

* Designs, installs, and maintains revegetation projects for controlling erosion on road rights-of-way, using native plants wherever possible, working with adjacent property owners, other agencies, and volunteers.
* Performs restoration projects in areas with threatened or endangered species, as necessary.
* Develops, implements, and monitors water quality projects, including the Total Maximum Daily Load (TMDL) program for mercury required by the Oregon Department of Environmental Quality, providing public education, outreach, monitoring, and documenting.
* Manages the roadside herbicide spraying and mowing program to control invasive plants and maintain required sight distance for vehicles.
* Maintains required pesticide application records.
* Develops and maintains invasive plant control programs, particularly for the Yamhill County Class ‘A’ Noxious Weeds.
* Manages the Roadside Vegetation Inventory GIS database to keep the data organized and use the data to measure the effectiveness of management activities.
* Hires, trains, supervises, and plans the work for GIS Interns to conduct annual mapping and monitoring of erosion, invasive plants, and native plants for the Roadside Vegetation Inventory program.
* Communicates and coordinates with a wide variety of clients, including staff of other agencies, landowners, and the public.
* Resolves interpersonal conflicts, if necessary, to achieve results.
* Attends meetings and participates in discussions with committees and groups associated with vegetation management.
* Assists in implementing and revising the YCPW Roadside Vegetation Management Plan and Best Management Practices.
* Uses road maintenance equipment, such as heavy-duty trucks, mowing machines, brush cutters, herbicide application equipment and other vegetation equipment.
* Prepares plans, summaries, and reports.
* Writes grant applications, as appropriate.

**Knowledge, Skills, and Abilities**

**JOB SPECIFICATION**

**KNOWLEDGE OF:**

* Control methods for noxious weeds and other invasive plants.
* Water quality monitoring methods.
* Erosion restoration and revegetation methods.
* Plant identification, including native plants, invasive plants, and noxious weeds.
* Native plant preservation and restoration methods.
* GIS data collection and database management.
* Operation of equipment used for vegetation management.
* Rules and regulations under Oregon law regarding herbicide application, storage, and disposal.

**SKILL IN:**

* Interpersonal communication and observation.
* Working with the public and volunteers and conducting public education and outreach.
* Writing and presenting plans, summaries, and reports.
* Using Microsoft programs, including Word, Excel, PowerPoint, and other entry level computer software.
* Using GIS-guided systems and equipment.
* Operating motorized equipment and hand tools safely under varying conditions and instructing others in how to use these safely.

**ABILITY TO:**

* Attend work as scheduled and/or required.
* Work out-of-doors in all weather conditions.
* Perform manual labor.
* Work flexible hours, including weekends.
* Learn, apply, and follow rules and regulations.
* Learn forb, shrub, and tree care principles and practices.
* Understand and follow written and oral instructions.
* Establish and maintain effective working relationships with supervisors, subordinates, other county employees and the public.
* Develop and maintain effective working relationships with clients, justice agency personnel, Yamhill Soil and Water Conservation District personnel, and other public and nonprofit organizations.
* Communicate with clients.
* Resolve interpersonal conflicts.

**Minimum Experience and Training/Other Requirements**

**MINIMUM EXPERIENCE AND TRAINING:**

A high school diploma or GED is required in addition to three years’ combined experience with vegetation management, strategic development, and financial oversight.  Experience or college-level coursework in GIS (preferably ArcGIS) to manage natural resources and experience in establishing and maintaining desirable plants, controlling invasive plants, or educational background in biology, ecology, environmental science, natural resources, agriculture, or forestry is highly preferred.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver’s license valid in the state of Oregon. Will be required to drive a county vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver’s license and liability insurance minimums as outlined in ORS 806.070.

**Work Environment/Physical Demands**

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.