

JOB DESCRIPTION

JOB TITLE: TEMPORARY PARTTIME HELP **ORGIN DATE:** 1996
REPORTS TO: NOXIOUS WEED DIRECTOR **REVISION DATE:** AUG 2020
DEPARTMENT: NOXIOUS WEED/ HOUSEHOLD HAZARDOUS WASTE
DEPARTMENT NO.: 10-26
DIVISION: N/A **JOB NO:**
CLASSIFICATION: NON-EXEMPT **JOB ZONE:**

- I. JOB SUMMARY:** This is a non-exempt position. Performs the assigned duties necessary to carry out the County weed control program and help with the household hazardous waste department.

The roles, responsibilities, job functions, knowledge, skills and abilities set forth herein may be revised from time-to-time in order to comply with federal and state laws, departmental needs and the changing requirements for this position.

II. PRIMARY DUTIES:

- a. Assist in receiving and storing all chemicals and materials handled by the department.
- b. Perform the assigned duties in locating and identifying infestations of noxious weeds.
- c. Assist in completing weed surveys and compiling reports.
- d. Aids in the investigation of any violation of noxious weed laws and regulations.
- e. Provides input to the Director for the preparation of work schedules and surveys.
- f. Operates all the necessary equipment in the eradication of noxious weeds. Must have knowledge of use, operation, maintenance and minor repair of all equipment employed.
- g. Unloads, identifies and segregates household hazardous waste at facility under the supervision of HW Certified Staff Member. Bulks oils, solvents and paints.

III. INTERMITTENT DUTIES:

- a. Perform related duties as assigned by Director.
- b. Attend both required and selected seminars or training programs.

IV. QUALIFICATIONS:

- a. Requires current Class C driver's license.
- b. Must maintain current certification and licenses common to this position including the Hazardous Materials Awareness Level Certification.
- c. Must be bondable.

- d. Must not be convicted of any violations of article 41 of Chapter 65 of the Kansas Statutes Annotated or any statutes of a similar nature concerning controlled substances of other States or the United State of America.
- e. EXPERIENCE: Some experience in agricultural related duties preferred.
- f. EDUCATION: High school diploma, G.E.D. or equivalent required.
- g. KNOWLEDGE: Must have the ability to receive, interpret and follow verbal and written instructions. Required to read, write and speak English fluently with the ability to speak a foreign language helpful. Must acquire knowledge of county regulation regarding weed control and State law regarding same. Must acquire knowledge of household hazardous waste permit regulations.

V. SKILLS:

- a. Must be able to operate a motor vehicle and light truck, two-way radio and various weed control equipment.
- b. Problem solving: A moderate factor in this position.
- c. Decision making: Moderate. Most situations are covered by policies and procedures.
- d. Supervisory: Under the direction of the Director.
- e. Interpersonal: Frequent contact with the public, other County employees and State Agricultural Officials and vendors.
- f. Working conditions: Moderate adverse working conditions in the office facilities. 85% of time is spent outdoors. Requires the use of personal protective equipment when loading chemicals and unloading household hazardous waste. This job does have a relative risk to your health, you will be handling, moving and working around hazardous substances.
- g. Physical requirements: Requires sufficient visual acuity to be able to read, write and operate equipment common to this position. Requires sufficient hearing level to be able to effectively communicate with people directly or by telephone. Work requires lifting of chemical containers and spray cans weighing up to 50 pounds a carrying spray cans weighing up to 30 pounds for distances up to one mile.
 - i. Employees hired after July 22, 2016: Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the American's with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position. For the Classification Series of LYON COUNTY/CITY OF EMPORIA: LABORER MAINTENANCE: The Company representative hereby acknowledges the following as valid physical requirements:

1. Employee lifts/carries 80 pounds occasionally (less than 33% of the time or 1-100 times per day).
2. Employee lifts/carries 50 pounds frequently (34%-66% of the time or 100-500 times per day).
3. Employee lifts/carries 20 pounds constantly (67%-100% of the time or over 500 times per day).
4. Employee's position requires pushing a maximum force of 100 pounds.
5. Employee's position requires pulling a maximum force of 100 pounds.

ii. SAFE LIFTING CRITERIA:

1. **Floor to knuckle:** 72 lbs
2. **12" to knuckle:** 72 lbs
3. **Knuckle to shoulder:** 36 lbs
4. **Shoulder to overhead:** N/A
5. **Carry:** 72 lbs
6. **Push:** 90 lbs force
7. **Pull:** 90lbs force

This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FSLA).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation.

Signature _____ Date _____

Printed Name _____

Lyon County Representative Signature _____