

**SEASONAL WEED ABATEMENT SUPERVISOR**

**DEFINITION**

To supervise and assist County Jail trustees in carrying out the City weed abatement program; and to perform related duties and responsibilities as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from Fire District management.

Supervises jail inmates assigned to the weed abatement program.

**EXAMPLES OF ESSENTIAL FUNCTIONS** - Essential functions may include, but are not limited to, the following:

Coordinates, supervises and participates in the removal of weeds, grass and other vegetation, rubble and debris from City-owned lots and rights-of-way.

Supervises assigned jail inmates in daily activities.

Transports inmates to and from work sites.

Gathers and maintains control of equipment and tools required for daily assignments.

Operates and ensures the proper maintenance of assigned vehicles, equipment and tools, including a dump truck, mowers, edger, weed eater, leaf blower, various hand-held garden tools, etc.

Maintains detailed work records and prepares related reports as required.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Pertinent federal, state and local laws, rules and regulations.

Basic principles of leadership and supervision.

Methods, materials, tools and equipment used in weed abatement and general grounds maintenance work.

Basic methods of records maintenance and report preparation.

Safe work practices.

**Ability to:**

Learn, understand and apply federal, state and local laws, rules and regulations, as well as departmental policies and procedures, related to weed abatement activities.

Understand and follow oral and written instructions.

Provide effective leadership and supervision of assigned inmate crew members.

Drive automobiles and small trucks, operate assigned equipment and handle tools with safety.

Analyze problems that arise on the job and recommend effective solutions.

React quickly and calmly in emergency situations.

Maintain detailed records and prepare required reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience:**

One year of experience in a position involving significant public contact.

**Education:**

Graduation from high school or GED equivalent.

**Additional Requirements:**

Possession of a valid California Class "C" Driver's License.

**TYPICAL WORKING CONDITIONS**

Work is performed primarily in an outdoor environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, humidity, fumes, skin irritants, dusts, odors, vibration.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an outdoor environment. Requires the ability to stand for long periods of time, and intermittently drive a vehicle, walk, climb, balance, bend, kneel, crouch or crawl, and reach while performing duties. Must regularly lift and/or move up to 10 pounds frequently and up to 50 pounds occasionally. Must be able to use hands for fingering, handling or feeling objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating trucks and grounds maintenance equipment. Must be able to use a telephone to communicate verbally.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**