



WORKING TITLE: VEGETATION MANAGEMENT SUPERVISOR	CLASSIFICATION: PROGRAM SUPERVISOR
DEPARTMENT: PUBLIC WORKS	DIVISION: PUBLIC WORKS
PAY RANGE: NBYCM 19	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9015
PPE: PER WORK LOCATION	REVISION DATE: DECEMBER 2025

JOB DESCRIPTION

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.

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 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.

JOB SPECIFICATIONS

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.
- Follow company safety procedures and use personal protective equipment (PPE).
- Report hazards and unsafe behaviors.
- Resolve interpersonal conflicts.

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.

Experience in the techniques, application, and storage of pesticides/herbicides in the state of Oregon. Possession of, or ability to obtain, an Oregon pesticide applicator's license within 6 months of hire.

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.

May be subject to successful completion of a background check as well as a pre-employment physical and hearing test.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in a building and in outdoor areas and uses mechanical equipment. Some areas may be exposed to loud noise and require the use of appropriate Personal Protective Equipment (PPE) such as hearing protection. Weather conditions may vary. The employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to talk, listen, and hear, frequently required to use repetitive hand motion, handle or feel, and to sit, stand, walk, reach, bend, regularly push, pull and lift up to 40 pounds and occasionally push, pull and lift up to 60 pounds. The employee will regularly use mechanical equipment typical of those used in the maintenance of buildings and landscape.

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

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.