



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
11/17/25

Agency: 60300

Facility: Agriculture

New       Revised

This position is:

Classified  
 Unclassified  
 Executive Service  
 Mgmt Svc – Supervisory  
 Mgmt Svc – Managerial  
 Mgmt Svc - Confidential

## SECTION 1. POSITION INFORMATION

a. Classification Title:	NRS-1			b. Classification No:	8501		
c. Effective Date:	03/01/2026			d. Position No:	2780113		
e. Working Title:	Noxious Weeds Technician			f. Agency No:	60300		
g. Section Title:	Noxious Weeds (PPCD)			h. Budget Auth No:	1446343		
i. Employee Name:	Vacant			j. Repr. Code:	OAO		
k. Work Location (City – County): Linn, Lane, Marion, Douglas, Jefferson & Clackamas counties							
l. Supervisor Name: Troy Abercrombie							
m. Position:	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Limited Duration <input type="checkbox"/> Intermittent	<input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share			
n. FLSA:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	o. Eligible for Overtime:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

## SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

ODA is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by ODA. You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful, and productive work environment.

Working in a team-oriented environment requires collaborative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

The Noxious Weed Control Seasonal Technician, NRS-1 position exists in the Department of Agriculture's statewide noxious weed control program. The program provides implementation of weed control projects for public and private land managers throughout Oregon. Program staff assist in administering noxious weed control grants, conducts and coordinates weed survey and control programs and develops and assists in the

development and implementation of integrated weed management projects. The noxious weed control program is an integral part of implementing the Department of Agriculture mission of providing leadership and service to Oregon's agricultural economy and the protection of the states natural resources.

**b. Describe the primary purpose of this position, and how it functions within this program.**  
**Complete this statement. The primary purpose of this position is to:**

The Noxious Weed Control Technician seasonal position assists in implementing weed control program activities under the direction of the Program Manager, Projects Coordinator, Bio-control

Entomologist and Integrated Weed Management Specialists in the program. *Work will take place on National Forest Lands with a focus on burned area response, rehabilitation and restoration.* Activities include implementation of integrated weed management: chemical, biological, manual/mechanical control; survey detection and general equipment maintenance. As with other staff levels in the program, this position assists in educating cooperators and public on weed identification and impacts of noxious weeds have on Oregon's natural resources and agricultural economy.

### **SECTION 3. DESCRIPTION OF DUTIES**

**List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.**

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
80	N	E	<p>Under direction of the program manager and special projects coordinator:</p> <ul style="list-style-type: none"><li>• Collaborates with US Forest Service partners;</li><li>• assists in implementation of noxious weed control practices for specific noxious weed control projects;</li><li>• surveys for noxious weeds and native plants;</li><li>• identifies plants to species and subspecies</li><li>• uses all IPM methods to achieve control;</li><li>• handles, mixes, and sprays chemical herbicides;</li><li>• tracks site locations using global positioning system (GPS);</li><li>• reports GPS information for submission into the program database;</li><li>• prepares spatial data summaries to show progress; attends annual trainings to maintain "Regulatory Weed" endorsement.</li><li>• coordinates with regional staff to support other projects</li><li>• maintains "activities" database with daily work report</li></ul>

15	N	E	<p>Equipment &amp; Supplies Maintenance:</p> <ul style="list-style-type: none"> <li>• Performs regular inspections and field maintenance on truck, RTV and watercraft</li> <li>• Maintains spray system using standard methods</li> <li>• Maintains necessary inventory of supplies and chemicals</li> <li>• Ensures proper storage of chemicals and supplies</li> </ul>
5	N	E	Other duties as assigned including creation and submission of written reports.

## SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Occasionally works long hours, mostly works out of doors, sometimes in inclement weather; drives long distances; requires hiking in rugged terrain and operation of off-road vehicles; requires application of herbicides and collection of insects for biological control. Will require driving long distances and over remote, mountainous terrain pulling a trailer. Overnight travel required. ***This position is full-time remote.***

## SECTION 5. GUIDELINES

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

Oregon Revised Statutes 569.175--990; Oregon Administrative Rules 603-52-1200 Noxious Weed

Quarantine. Forest Service Manual Chapter 2080; Bureau of Land Management Policy Series 9015.

ODA Noxious Weed Control Policy and Classification System, including "A" and "T" weed plan summaries. And various NEPA Environmental Assessments that will be provided by the federal agency as needed by project. ODA Noxious Weed Control Program Hazard Communication Plan and Safety Plan.

**b. How are these guidelines used?**

To ensure that federal and state law and policies are being followed while implementing noxious weed control projects. Also, to help ensure that basic guidelines are being followed so projects are conducted in a safe and efficient manner.

## SECTION 6. WORK CONTACTS

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
USFS Weed Coordinators	In person/phone/email	Coordination and report project status	weekly
County Weed Cooperators	In person/phone/email	Coordination and report project status	weekly
Public	In person/phone/email	Provide weed management information	ongoing

## SECTION 7. POSITION RELATED DECISION MAKING

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

Will make safety related decisions specific to each project with considerations given to weather, road condition and access, ability to communicate and navigate. Will make field decisions about appropriate chemicals to use, and when. Consequences of wrong decisions could result in injury, environmental damage and personal liability for damages.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Manager	7885	In person/phone/email	Weekly	Status of project assignments and make new assignments.

## SECTION 9. OVERSIGHT FUNCTIONS

**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

a. How many employees are directly supervised by this position? \_\_\_\_\_ 0

How many employees are supervised through a subordinate supervisor? \_\_\_\_\_ 0

b. Which of the following activities does this position do?

<input type="checkbox"/> Plan work	<input type="checkbox"/> Coordinates schedules
<input type="checkbox"/> Assigns work	<input type="checkbox"/> Hires and discharges
<input type="checkbox"/> Approves work	<input type="checkbox"/> Recommends hiring

Responds to grievances  
 Disciplines and rewards

Gives input for performance evaluations  
 Prepares & signs performance evaluations

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Valid Driver's License; Public Pesticide Applicators License (PPA) with Regulatory Weed Endorsement, Employee must have access to remote workstation with reliable high speed internet. Must have Oregon ATV endorsement within 90 days of hire and complete ODA ATV training within 180 days of hire.

## SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

## SECTION 12. SIGNATURES

Employee Signature

Date



12/1/25

Date

Appointing Authority Signature

Date