



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
03/04/26

Agency: Oregon Department of Agriculture

Facility: North Valey Complex - Wilsonville OR

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt. Svc – Supervisory
[] Mgmt. Svc – Managerial
[] Mgmt. Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Laborer/Student Worker b. Classification No: C4116
c. Working Title: Insect Survey Technician d. PPDB No/WD ID:
e. Section Title: Insect Pest Prevention & MGMT (IPPM) f. Agency No: 60300
g. Employee Name: Vacant h. Budget Auth No: Unbudgeted
i. Supervisor Name: Amber Reed j. Repr. Code: OBO
k. Work Location (City – County): Wilsonville, Clackamas

I. Position: [] Permanent [x] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
m. FLSA: [] Exempt [x] Non-Exempt If Exempt: [] Executive/Supervisory [] Administrative [] Professional [] Computer
n. Eligible for Overtime: [x] Yes [] 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.

The Oregon Department of Agriculture (ODA) exists to fulfill a vital mission: to protect, promote, and sustain Oregon's agricultural and natural heritage for future generations. At its core, ODA supports the livelihoods of over 35,000 farms, strengthens rural communities, and ensures that all Oregonians benefit from the state's agricultural abundance.

Guided by its mission, ODA cultivates trust and fairness through leadership in compliance, resilience, and service. With a biennial budget of \$160 million and more than 523 dedicated employees, ODA supports a \$6 billion agricultural economy and oversees complex programs that support every corner of Oregon. ODA is more than just numbers—it represents livelihoods by ensuring food safety, fostering innovation, and promoting sustainable practices for farmers, ranchers, consumers, and the environment.

The Insect Pest Prevention and Management (IPPM) Program, part of ODA’s Plant Protection and Conservation Programs, works to protect Oregon’s agricultural, horticultural, and natural resource systems from the economic and environmental impacts of invasive and injurious plant pests. The program conducts statewide detection, monitoring, and response efforts to identify new pest introductions, track pest populations, prevent their spread, and carry out control or eradication measures when needed.

In addition to its focus on insects and other invertebrate pests, IPPM coordinates with other ODA units to support surveys for invasive weeds and plant pathogens. The program includes approximately 15 permanent staff—covering laboratory, biological control, and survey coordination functions—and is supported by 20–40 seasonal field survey employees who implement survey, detection, and response activities across Oregon’s diverse landscapes.

By collaborating with farmers, nursery and greenhouse operators, foresters, land managers, tribal governments, agencies, and residents statewide, IPPM helps maintain market access, protect critical industries and ecosystems, and reduce the likelihood of costly pest outbreaks. These efforts advance ODA’s mission by providing early detection, science-based response, and proactive prevention strategies to reduce invasive species risks throughout the state.

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 purpose of this position is to support the IPPM Program by conducting statewide insect detection surveys to identify invasive species that threaten Oregon’s agriculture and natural resources. The technician independently places, services, and removes insect traps, navigates to field sites, records accurate digital and paper data, and reports findings to program staff. The role requires consistent adherence to survey protocols, effective communication with landowners and the public, extensive driving, and regular use of digital tools to document trap locations and results.

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
85%	R	E	<p>Survey and Detection Work</p> <p>Conduct statewide insect detection surveys by placing, monitoring, servicing, and retrieving traps on public and private property following established protocols.</p> <p>Secure landowner or resident permission before trap placement; maintain positive, professional interactions with landowners, groundskeepers, and cooperators.</p> <p>Navigate to assigned trap sites using maps, and smartphones; drive extensively between sites in compliance with state driving and safety requirements.</p> <p>Keep accurate written and electronic records of trap locations, servicing and removal dates, host information, and pest detections; enter trap data using mobile devices.</p> <p>Complete daily work summaries documenting hours worked, miles driven,</p>

			<p>route information, and number of traps placed, checked, or removed.</p> <p>Inspect traps to identify target pests, damage, environmental impacts, or unusual findings; collect and preserve suspect specimens using proper handling procedures.</p> <p>Report any suspected target pest detections immediately to supervisory field coordination staff.</p> <p>Assemble, prepare, maintain, and transport traps, lures, and other survey materials; ensure equipment is in good working condition.</p> <p>Communicate effectively with the public, regarding survey activities and invasive species awareness.</p> <p>Assist with placing additional traps or conducting follow-up surveys in response to positive detections; may participate in other pest or disease surveys as assigned.</p> <p>Follow all safety procedures when driving, entering private property, and working outdoors; promptly report safety concerns or site issues.</p>
10%	R	E	<p>Control and Eradication Activities</p> <p>Support invasive pest control and eradication projects by delivering informational materials to residents in treatment areas, explaining the purpose of eradication activities, and answering basic questions as appropriate.</p> <p>Observe contracted pesticide-application crews during eradication operations; record start and stop times, site conditions, unusual observations, and any deviations from expected procedures,</p> <p>Follow all required safety precautions and site-specific instructions when assisting with pesticide-related activities at residential or public locations.</p> <p>Use ArcGIS Field Maps, GPS devices, paper, and digital maps to navigate eradication zones, record monitoring points, and document field observations.</p> <p>Transport supplies, equipment, and other materials necessary for eradication operations; maintain organized inventories of project materials.</p> <p>Assist with follow-up survey activities conducted after treatment, such as placing additional traps, performing delimitation surveys, or conducting visual searches (e.g., egg mass scouting) to assess program outcomes.</p> <p>Participate in biological control support activities as assigned, which may include helping collect or release biological control organisms or targets in accordance with program guidance.</p>
5%	NC	E	<p>Other duties as assigned</p>

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.

- Work is performed in both office and field environments, with approximately 90% of time spent outdoors in the field. Fieldwork occurs in all weather conditions and in varied environments including residential neighborhoods, agricultural areas, forests, and natural terrain.
- Duties require extensive daily driving with frequent stops and may involve long-distance travel, irregular hours, and occasional overnight stays during peak project periods.
- Regular exposure to outdoor hazards including heat, cold, rain, sun, noxious plants, stinging or biting insects, wildlife, rodents, reptiles, domestic animals, and pesticide residues.
- Field locations may involve uneven ground, steep slopes, dense vegetation, and other physically challenging or hazardous terrain.
- Frequent contact with landowners, the general public, and partner agencies, with occasional interactions involving individuals who are upset, resistant, or hostile.
- Work is often performed independently across large geographic areas with limited direct supervision, requiring sound judgment and the ability to make field decisions in real time.

Physical Conditions

- Regular walking, standing, bending, lifting and carrying field equipment, navigating obstacles, and operating traps and field instruments.
- Daily vehicle operation is required; must maintain a valid Oregon driver's license and acceptable driving record.
- Requires manual dexterity and fine motor skills for handling specimens, recording data, assembling traps, and using electronic devices.

Mental and Cognitive Conditions

- Ability to maintain focus and attention to detail while performing repetitive tasks such as trap inspections, data entry, and specimen handling.
 - Requires accurate observation skills and the ability to detect small changes or subtle signs of pest activity in varied field conditions.
 - Ability to follow complex and evolving survey protocols, apply them consistently, and document findings precisely.
 - Requires effective situational awareness and sound judgment when working in unfamiliar areas, interacting with the public, or encountering unexpected conditions.
 - Must be able to manage time independently, organize daily work routes, prioritize multiple tasks, and meet seasonal deadlines.
 - Requires the ability to remain calm, professional, and communicative in stressful or confrontational situations, including when speaking with individuals who may be angry, confused, or resistant to survey activities.
 - Requires the ability to read and interpret maps (paper and digital), GPS information, written instructions, and technical guidance.
 - Must be able to maintain accurate digital and written records, follow data integrity standards, and use smartphones, and mapping applications effectively.
 - Requires adaptability to changing field conditions, shifting program priorities, and dynamic survey needs.
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- Maintain sustained attention and situational awareness while driving long distances with frequent stops.
 - Read and follow GPS directions, digital maps, and written instructions while complying with traffic and safety regulations.

- Make safe, timely decisions in changing road, weather, or site-access conditions.
- Stay organized and focused while planning routes, managing time, and documenting mileage and travel details.
- Remain calm and professional when encountering unexpected situations such as road closures, unsafe property conditions, aggressive animals, or challenging individuals.
- Evaluate site accessibility and identify safe parking or approach options.
- Monitor vehicle condition, recognize basic mechanical issues, and follow agency procedures for reporting or addressing vehicle needs.

Work Schedule Conditions

- Work hours may vary day-to-day and require flexibility. Schedules must remain within 40 hours per week unless prior supervisory approval is obtained

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.

- Valid driver’s license required for statewide travel and fieldwork.
- ODA Insect Survey Technicians Handbook.
- Oregon Revised Statutes: ORS 570; ORS 561.510–561.630; ORS 633.670.
- Oregon Administrative Rules: OAR Division 51.
- Federal quarantine regulations governing movement of plant and insect materials.
- Department and program policies, manuals, and established desk procedures.

b. How are these guidelines used?

These laws, rules, and policies guide the position’s daily work by defining the department’s authority and responsibilities for protecting Oregon from economic pests and diseases.

Agency and program policies, manuals, and procedures establish the standards and methods the employee must follow to perform duties accurately, safely, and in compliance with regulatory requirements.

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>			
Agency Staff and Management	Phone, Email, In-Person	Exchange information and coordinate daily survey, laboratory, and biocontrol activities.	Daily
General Public and Community Groups	Phone, Email, In-Person	Provide clear information about program activities and support public understanding through routine communication and outreach.	Daily
Growers, Businesses, Landowners, and Natural Resource Partners	Phone, Email, In-Person	Obtain consent for property access and communicate information related to surveys, biological control releases, and program requirements.	Occasionally

SECTION 7. POSITION RELATED DECISION MAKING

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

Employees in this position plan and prioritize their daily tasks with supervisor approval. Typical decisions include determining efficient driving routes, selecting appropriate approaches when interacting with the public or landowners, and organizing field tasks within established guidelines. These decisions directly influence the efficiency, accuracy, and productivity of survey activities, as well as the quality of service provided to the public.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Business Operations Supervisor 2 (IPPM Field Operations Manager)	WD ID - 66585 PPDB - 1300005	Work is reviewed through regular supervisory oversight of activities and progress, with performance formally evaluated quarterly and annually.	Daily/Weekly	To ensure assignments are completed in accordance with established office, and field procedures, and to evaluate progress across survey or eradication programs.
Compliance and Regulatory Manager 1 (IPPM Program Manager)	Vacant	Informal Conversations	Occasionally/ As Needed	To evaluate achievement of overall program objectives and ensure program operations comply with Oregon law and agency policy.
Business Operations Administrator 1 (Plant Protection & Conservation Programs Division Director)	WD ID - 19239 PPDB - 1047350	Informal Conversations	Rarely	To provide high-level oversight to ensure the program aligns with division goals, fulfills its statutory responsibilities, and maintains accountability within the organizational structure.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? _____
 How many employees are supervised through a subordinate supervisor? _____

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 |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepare & 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:

At time of hire:

- Ability to interpret and apply safety procedures related to fieldwork, and property access.
- Basic understanding of professional conduct expectations when representing a state agency in public-facing field situations.
- Ability to use state-issued mobile devices, field apps, and electronic communication tools in accordance with agency policies.
- Capacity to maintain confidentiality of sensitive site information, landowner data, and survey results.
- Ability to follow chain-of-command communication practices and report issues promptly and accurately.
- Capability to assess when field conditions are unsafe and follow procedures for suspending or modifying work.

Acquire after hire:

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; and 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 policies and procedures.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

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

Supervisor Signature

Date

Appointing Authority Signature

Date