

## **JOB TITLE: PT MAINTENANCE / WEED SPRAYER FOREMAN**

**SUPERVISOR: AG AGENT/WEED OFFICER**

### **JOB SUMMARY**

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- Plan and assist the activities of the County Ag Agency/Weed Control consisting of annual and daily maintenance of equipment, UTVs, pickups and trailers. Duties will also include seasonal spraying and training of summer help with the process of daily maintenance and equipment upkeep. Position will have flexible job duties to accommodate summer spray season working with Ag Agency and Weed Dept to better meet the needs of the producers and land owners of the county.

### **PRIMARY DUTIES**

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- Assist with training seasonal workers on daily maintenance of UTVs, pickups, sprayers and trailers. In addition to repairing each of the different pieces of equipment.
- Oversee all equipment maintenance and maintenance records. Assist the weed officer with scheduling oil changes and overseeing seasonal workers in the learning process.
- Maintain inventory records for equipment, parts, chemical and all items required to be inventoried.
- Attend meetings, trainings, and/or conventions as directed and authorized by the supervisor.
- Assist Weed Officer in overseeing that all spray logs and timesheets are filed properly and timely.
- Ensuring adherence to safety protocols and guidelines, including the use of personal protective equipment.
- Overseeing the maintenance and repair of shop equipment and tools.
- Ordering materials, tools, and equipment necessary for shop operations.
- The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the supervisor.

### **MINIMUM QUALIFICATIONS**

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- Must have valid Class D license.
- Must not have a criminal driver's record on abstract for the past five (5) years.
- Must pass a pre-employment drug and/or alcohol testing if offered position.
- Be able to lift 50#.
- Walking on uneven ground a must.
- Must be willing to learn construction skills on-site.
- Must be able speak, write, communicate and understand English.
- Must be able to complete work on time and on budget with minimal supervision.
- Must possess or get a Pesticide Certification Certificate.

- Must have training or get trained on small engine repair, tire changing machine, sprayer maintenance and equipment service work.

# APPLICATION FOR EMPLOYMENT

## PT MAINTENANCE / WEED SPRAYER FOREMAN

HUMAN RESOURCES  
hr@co.mountrail.nd.us  
701-628-8980

**MOUNTRAIL  
COUNTY**

This application is only for the position of PT Maintenance/Weed Sprayer Foreman, as advertised in the January 22, 29 and February 5, 2025 issues of the county official newspaper.

Thank you for your interest in employment with Mountrail County. Mountrail County is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, national origin, age, sex, political beliefs, disability, or status with respect to marriage or public assistance and complies with the provisions of the North Dakota Human Rights Act.

**Applications will be accepted until position is filled** at the Office of the Mountrail County Human Resources Department, PO Box 69, 101 N Main Ave, Stanley ND 58784.

GENERAL INFORMATION	
FULL NAME	
MAILING ADDRESS	CITY/STATE/ZIP
PHONE #	EMAIL ADDRESS
Can you provide proof, <i>if hired</i> , that you are eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
On what date would you be available to work?	

EDUCATION / TRAINING
Did you graduate from High School or receive a GED Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Other Education/Training

QUALIFICATIONS

EMPLOYMENT / PROFESSIONAL REFERENCES		
Please list as references, three people that have knowledge of you and your qualifications. No relatives please.		
NAME	ADDRESS (City/State/Zip)	PHONE # (Work/Cell)

VETERAN'S PREFERENCE
You must be a United States resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition, and must have been released under other than dishonorable conditions. See North Dakota Century Code 37-19.1.
Are you claiming Veteran's Preference under Section 37-19.1 of the NDCC?
<input type="checkbox"/> No <input type="checkbox"/> Yes; <i>attach DD-214 &amp; Report of Separation</i>



**EMPLOYMENT EXPERIENCE**

Attach a separate sheet of paper for any additional employment history.

NAME OF MOST CURRENT EMPLOYER	PHONE #
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING OR CONSIDERING LEAVING CURRENT EMPLOYMENT	

NAME OF EMPLOYER	PHONE #
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING EMPLOYMENT	

NAME OF EMPLOYER	PHONE #
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING	

NAME OF EMPLOYER	PHONE #
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING EMPLOYMENT	

**DISCLAIMER**

I certify that my answers are true and complete to the best of my knowledge and that I am at least 18 years of age. I certify that I have not had a criminal driver's record on abstract for the past five (5) years. I authorize Mountrail County to perform a pre-employment background check. I acknowledge I must pass a pre-employment drug and/or alcohol testing if offered a position in accordance to Mountrail County's "Drug & Alcohol Use & Testing Policy". If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature of Applicant

Date

# **MOUNTRAIL COUNTY, ND**

## **EQUAL EMPLOYMENT OPPORTUNITY FORM**

We invite you to complete the enclosed Equal Employment Opportunity form and return it to our Title VI Coordinator in the enclosed envelope.

This information is kept separate from your application and is used for statistical purposes only.

Submission of this information is completely voluntary and will be kept confidential.

***Mountrail County Title VI Coordinator***

Enclosures

## Mountrail County (2-2012)

**This form will not be part of your application file or included in the documentation provided to the selecting official.**

## Name

[illegible]**Position applying for**[illegible]

**Birthdate**

[illegible]

☐ Male  
☐ Female

- ☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

[illegible][illegible]

State

[illegible]

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*We are an Equal Opportunity Employer*