

JOB TITLE: PT MAINTENANCE / WEED SPRAYER FOREMAN

SUPERVISOR: AG AGENT/WEED OFFICER

JOB SUMMARY

- 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

- 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

- 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.

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

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 Maintenance/Weed Sprayer Foreman, as advertised in the March 18 and 25, 2026 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		
LAST NAME	FIRST NAME	MI
MAILING ADDRESS		
CITY	STATE	ZIP
PHONE #		
EMAIL ADDRESS <i>By providing your email address, you hereby consent to receive all future notifications related to this application via email.</i>		
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

To claim Veteran's Preference, you must be a US 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. Refer to NDCC 37-19-1.

ARE YOU CLAIMING PREFERENCE AS A:

- Veteran? No Yes; *must attach DD-214 & Report of Separation*
- Disabled Veteran? No Yes; *must attach DD-214, Report of Separation & a letter less than one year old from VA indicating disability*
- Spouse of Disabled Veteran? No Yes; *must attach DD-214, Report of Separation & a letter less than one year old from VA indicating disability*
- Spouse of Deceased Veteran? No Yes; *must attach DD-214, Report of Separation & Veteran's death certificate*

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 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