

JOB TITLE: WEED CONTROL TECHNICIAN / GIS SPECIALIST

SUPERVISOR: Ag Agent / Weed Officer

Primary Purpose

Under the direction of the Agricultural Agent / Weed Officer, the Weed Control Technician/GIS Specialist supports the Mountrail County Weed Control Board in developing and implementing the County's noxious weed management program. This position combines field, office, and GIS responsibilities to:

- Assist with weed inspection, control, and management planning.
- Perform GIS data collection, mapping, and technical support for Weed Control and the County Ag Agency.
- Support regulatory compliance, public outreach, and landowner education programs.
- Assist in the development and monitoring of weed management plans for gravel pits, aggregate operations, energy and industrial developments (e.g., oilfield sites, data centers), and other commercial projects, including Township, County, State, and Federal projects.

Representative Duties and Responsibilities

The following is a representative list of duties and is not intended to be all-inclusive. Other duties may be assigned at the discretion of the supervisor.

Program Support

- Assist in development and implementation of weed management plans, including inspections for gravel pit certification, the Weed-Free Forage Program, certified straw, energy/industrial/commercial projects, and Township/County/State/Federal projects.
- Conduct preliminary site inspections and field surveys for weed management planning.
- Assist with test and demonstration plots for landowner education.

GIS & Technical

- Collect, manage, and maintain GIS and GPS data for Weed Control and Ag Agency projects.
- Prepare maps to support spraying operations, planning, and reporting.
- Develop and maintain databases/inventories for weed mapping, gravel pits, energy/industrial/commercial developments, right-of-way inspections, and Township/County/State/Federal projects.
- Provide training and support on GIS tools, mapping, and sprayer technology.

Administrative

- Perform invoicing, billing, collections, and related QuickBooks data entry.
- Maintain inventory of equipment, chemicals, and other supplies.
- Assist with grant applications, reporting, and program funding opportunities.
- Provide general office support as needed.

Public Outreach & Communication

- Develop and produce technical flyers, meeting notices, and mailings for producers and landowners.
- Assist with educational video production, public service announcements, and website/social media outreach.
- Attend meetings, trainings, and conventions as needed.

Minimum Qualifications

- Valid Class D driver's license with a clean driving record (no major violations within past five years).
- Ability to pass pre-employment drug and alcohol testing.
- Ability to lift 50 lbs. and walk on uneven ground.
- Proficiency in GIS mapping and data management.
- Strong written and verbal communication skills in English.
- Ability to complete tasks on time, on budget, and with minimal supervision.
- Must possess or obtain North Dakota Pesticide Certification within a designated timeframe.
- Must obtain Weed-Free Forage Inspector certification (training provided if not certified).

Preferred Qualifications

- Bachelor's degree in Agronomy, Natural Resources, Environmental Science, GIS, or a related field or an equivalent combination of education and experience.
- Demonstrated professional experience in GIS mapping, analysis, and data management.
- Experience in grant writing and funding applications.
- Prior experience in weed science, agronomy, natural resources, or related fields.
- Demonstrated experience in program outreach, public education, or media production.

Mountrail County is an Equal Opportunity Employer.

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.

APPLICATION FOR EMPLOYMENT

WEED CONTROL TECHNICIAN / GIS SPECIALIST

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

**MOUNTRAIL
COUNTY**

This application is only for the position of Weed Control Technician/GIS Specialist, as advertised in the November 26 and December 3, 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 4pm on Friday, December 5, 2025 or until position is filled at the Office of the Mountrail County Human Resources, PO Box 69, Stanley ND 58784-0069.

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? ☐ No ☐ Yes	
On what date would you be available to work?	

EDUCATION / TRAINING	
Are you at least 18 years of age or older?	☐ Yes ☐ No
Did you graduate from High School or receive a GED Certificate?	☐ Yes ☐ No
Do you have a current Driver's License?	☐ Yes ☐ No
Driver's License #	State:
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?

☐ No☐ Yes; *attach DD-214 & Report of Separation***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	

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