

BUFFALO LAKE P&R DISTRICT MARQUETTE COUNTY WISCONSIN

JOB DESCRIPTION: Harvesting Supervisor

REPORTS TO: Harvesting Committee Chair & or District Chair

POSITION SUMMARY: The Harvesting Supervisor is responsible for supervising weed harvester operations and personnel within the Buffalo Lake district.

KEY ACCOUNTABILITES:

1. Organize the day to day operations as well as one week ahead operations of the weed harvesting crew.
2. Responsible for ensuring regular maintenance and service on lake district equipment are performed. Ensuring that necessary parts are ordered on a timely basis and district spending policy must be followed.
3. Provide supervision and leadership to all assigned positions on weed harvesting crew including: new staff orientation and training, performance, management and providing performance feedback.
4. Act on citizen's complaints and/or concerns related to the lake maintenance.
5. Ensure there are multiple areas for weed drop off.
6. Conduct an end of season inspection of all equipment along with the committee chair and report findings to the Harvesting Committee. Invitation should be sent to the Harvesting Committee members to attend prior to inspection.
7. Attend harvesting committee meetings if available.
8. Emergency contact information must be collected and retained for all employees.
9. Review and approve weekly time cards and turn in to appropriate person.
10. Other duties as assigned.

Note: The above statements are intended to describe the general nature and level of work being performed by the holder of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

EDUCATION AND EXPERIENCE

1. Completion of Grade 12 or equivalent GED.
2. Experience in operating a weed harvesting operation is preferred.
3. Previous supervisory/leadership experience is preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Working knowledge of weed harvesting operations.
2. Good communication skills with the ability to communicate effectively in written and verbal form.
3. Ability to work in fast paced environment with minimal supervision.
4. Ability to perform the duties and responsibilities as outlined are completed in a safe, efficient manner
5. Ability and desire to lead and supervise.
6. Possess a valid motor vehicle driver's license.
7. Ability to maintain or assist in maintaining lake district equipment.
8. Knowledge of First Aid and CPR is preferred.

WORKING CONDITIONS

1. Majority of work performed will be in outdoor conditions.
2. Ability to lift and/or carry up to 50 lbs.

SIGNATURES

Employee _____ Approved By _____ Date _____

Printed Name

Revised Jan. 2021

Printed Name