

**Texas Boll Weevil Eradication Foundation, Inc.**  
**Job Description**

**ETMA1-18-02**  
**Assistant Field Unit Manager**

**Location:** Caldwell Zone Office, 300 B Highway 21W, Caldwell, TX 77836  
**Opens:** April 23, 2018  
**Closes:** when filled

Job Title <b>Assistant Field Unit Manager</b>	Service Location <b>Field Office</b>
FLSA Class <b>Non-Exempt</b>	Job Status <b>Temporary/Seasonal</b>
Reports To <b>Field Unit Manager or Field Unit Supervisor</b>	
Job Type <b>Neither Supervisory or Management</b>	

**Job Summary**

Assists the Field Unit Manager or Supervisor in responsibilities for all Foundation activities, protocol, guidelines and policies to eradicate the boll weevil in assigned work unit(s). Assists in coordinating and supervising all activities of Field Technicians, Ground Equipment Operators and Field Scouts engaged in performing their job duties (ground spraying, trapping, airport recording and ground observing) in assigned work unit(s). Assists in checking crop stages and cotton locations within assigned work unit(s) and maintaining public relations with cotton growers having fields within assigned work unit(s).

**Essential Duties**

Eradication Program in Work Unit(s)

- Assists the Field Unit Manager or Field Unit Supervisor, as requested, in monitoring, coordinating and supervising all Foundation activities, protocol, guidelines and policies to eradicate the boll weevil in assigned work unit(s).

Managing Employees

- Assists the Field Unit Manager or Field Unit Supervisor, as requested, in coordinating and supervising employees assigned to work unit(s) in performance of their specific duties/responsibilities necessary to fulfill eradication programs needs.
- Performs high level of quality control inspections and reviews tasks performed by supervised employees.

Maps of Work Unit(s)

- Works with FSA and cotton growers to locate current year's planted cotton fields. Transfers grower information from FSA forms and maps to topographic and county maps.
- Prepares computer-generated maps of cotton fields for trap inspection and spray activities.

#### Trapping Data from Work Unit(s)

- Assists the Field Unit Manager or Field Unit Supervisor, as requested, in compiling and reviewing boll weevil trapping data to establish weevil counts by field, determine the presence and degree of infestation, identify cotton-crop stages and problem fields and situations.
- Maintains accurate records of trapping and spray activities for the fields in work unit(s).
- Performs a high level of quality control on trapping data, trap placement, inspection and protocol in work-unit fields.

#### Spray Applications in Work Unit(s)

- Assists the Field Unit Manager or Field Unit Supervisor, as requested, in determining fields to be aerial or ground sprayed, based on trapping reports.
- Assists the Field Unit Manager or Field Unit Supervisor, as requested, in coordinating and arranging spray applications for fields in assigned work unit(s) and communicating this information, as needed, to pilots, Ground Equipment Operators and Field Technicians.
- During aerial applications, maintains communication with ground personnel and pilot. Maintains awareness of weather conditions in spray area through visual observation and radio communication.
- Informs supervisor immediately when conditions are unfavorable for proper spray application and suspends application when the supervisor is not immediately available.

#### Safety

- Assists the Field Unit Manager or Field Unit Supervisor, as requested, to ensure work-unit employees have supplies necessary to complete their specific jobs, including applicable safety equipment and clothing.
- Assists the Field Unit Manager or Field Unit Supervisor, as requested, in completing vehicle maintenance and accident damage records as required for vehicles assigned to work unit(s).

#### Public Relations

- Assists the Field Unit Manager or Field Unit Supervisor, as requested, in contacting and communicating with the public, such as cotton growers, landowners, tenants, managers, county agents and Farm Service Agency (FSA) personnel, to inform them of eradication program activities, regulations and progress; to secure permission to conduct eradication program activities; to enforce quarantine regulations; and to encourage increased participation in, and cooperation with, the eradication program.
- Records any and all complaints and submits these to supervisor.

#### Driving

- Follows safe-driving practices.
- Drives a Foundation vehicle from the office to the assigned worksite and back again in a safe manner in the completion of essential job duties.

- Reads, understands and follows maps of cotton fields and surrounding areas.
- Maintains complete vehicle mileage and gas records.
- Performs daily maintenance checks on assigned vehicle to ensure mechanical reliability and reports damage and mechanical problems to supervisor immediately.

## **Essential Job Requirements**

### Education/Experience Requirements

- Prefer college degree with major course work in agricultural studies and five years cotton field experience, two years of which include independent project responsibility in cotton management or consultation.
- One year of full-time, paid employment in cotton-field operations may be substituted for each year of college.

### Abilities Requirements

- Drive a Foundation vehicle.
- Identify boll weevils and the characteristics of major insect pests.
- Hammer/drive wooden stakes into the ground.
- Read, write and speak English language at a college level.
- Write in a legible manner and compose routine reports and correspondence.
- Read, interpret and explain documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Grasp basic principles of pest detection, mapping and map reading to quickly and accurately record data.
- Enter numbers into a handheld scanner.
- Add, subtract, multiply and divide two-digit numbers.
- Apply knowledge of basic computer concepts in using a computer workstation and software to effectively compile weevil data, create maps, track aerial applications, track employee time and attendance and write reports and correspondence.
- Communicate clearly using a two-way radio.
- Communicate clearly with supervisor and co-workers.
- Hear aircraft and radio communication.
- Read and follow cotton-field and road maps.
- Perform math operations using the U.S. system of measurement, volume and distance.
- Define problems, collect data, establish facts and draw valid conclusions about pest population.
- Speak effectively before groups of people.
- Think and move rapidly to deal with emergency situations.

### Driving Requirements

- Have and maintain a valid driver's license.
- Be insurable under the Foundation's auto insurance guidelines.

### Special Requirements

- Willing and able to work hours longer than normal office hours, which may include evenings, weekends and holidays, as requested by supervisor.
- Regular attendance is an essential requirement for this position.

- Willing and able to provide blood samples as needed for ongoing cholinesterase monitoring program.
- Maintain valid State Non-commercial Political Pesticide Applicator's license.

### Physical Requirements

Must be physically and mentally able to travel to and work in **isolated, remote** cotton fields.

Work involves:

- Performing all essential duties and job responsibilities of this position in a safe and effective manner.
- Driving daily over extremely rough roads, ruts, washouts and slippery, muddy fields.
- Daily walking, hiking, climbing, standing, balancing, kneeling, stooping, bending, stretching and reaching in extremely rugged, cotton-field terrain, including walking across ditches and furrows, up and down steep banks, over muddy ground and through loose, shifting sand.
- Working outside in all types of weather, including rain, extreme hot and cold temperatures and fierce, dusty winds.
- Frequent entering and exiting a Foundation vehicle throughout each day.
- Sitting and driving in a normal, seated position for extended periods of time in a vehicle.
- Sitting in a normal, seated position at a computer workstation for extended periods of time.
- Hammering/driving wooden stakes into the ground.
- Using hands to manipulate equipment and plants or at a computer workstation.
- Medium work involving lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.
- Distance vision, depth perception and field of vision within normal parameters.
- Hearing ability within normal parameters.

### **Work Environment**

The work environment includes both office and outdoor settings. Hazards in the work environment may involve the following:

- Work in an office environment where the noise level is normally low.
- Travel by vehicle to and from cotton fields and airports.
- Isolated work in remote cotton fields and county roads where noise level is normally low.
- Work at airports where the noise level is usually moderate to very noisy during aircraft takeoff and landing.
- Work with wooden stakes that may split and splinter when hammered.
- Exposure to stinging and biting insects.
- Exposure to poisonous plants, non-poisonous and poisonous snakes and other types of wildlife found in and around cotton fields and farmland, including mice, rats and other types of rodents.
- Possible exposure to chemicals, pesticides or herbicides associated with cotton fields and agriculture.
- Possible exposure to conditions consistent with airports, aircrafts and aerial applicators, including aircraft propellers and aircraft fuel.