



WIND LAKE MANAGEMENT DISTRICT

Job Description

Job Title: Harvesting Program Manager

Reports To: WLMD Board

Compensation:

Salary of \$500/month (May-Sept) and \$18/hr while operating harvester, completing repairs/maintenance, or completing/providing required training.

Summary:

Under the general direction of the WLMD Board, the Harvesting Program Manager (HPM) will oversee and coordinate all weed harvesting operations on Wind Lake. The HPM will also work to assure the longevity of all equipment and the safety of all personnel.

Essential Duties and Responsibilities:

- Successfully complete all required training/orientation.
- Schedule the Operator and coordinate with trucking firm for weekly harvesting based on weather and harvesting needs.
- Create/adjust a weekly harvesting plan based on needs and direction from the WLMD Board, within the guidelines detailed in the DNR approved Harvesting Plan.
- Have a working knowledge of the weed harvester and provide training as needed to operator(s).
- Assure daily safety check and maintenance is completed. Obtain fuel (gas and diesel) as needed to assure consistent operation.
- Have a working knowledge of spare parts and keep inventory at level to maintain operations throughout the season.
- Ensure that all operations are seamless, efficient, and within the guidelines provided by the WLMD Board.
- Ensure all operations are completed safely according to Standard Operating Procedures provided by Inland Lake Harvesters.
- Oversee all required maintenance and winterizing on harvester and conveyor trailer, either through contracting or by direct control.
- Maintain a working knowledge of the status of the dump site(s).
- Attend all meetings/inspections with DNR regarding harvesting.
- Keep/provide time records for operators and trucking firm.
- Provide in-person report at WLMD Board Meetings (May-Sept), including training, maintenance, repairs, and winterizing/storage.
- Keep weekly harvesting records and provide end-of-season report.

Qualifications/Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must have a working knowledge of the topography of Wind Lake, the weeds in Wind Lake, and the DNR Approved Harvesting Plan.
- Must maintain a valid Wisconsin Drivers License
- Must be able to climb and descend a ladder.
- Must be able to operate equipment controls with both hands.
- Working knowledge of gas/diesel engines and a mechanical background is preferred.
- Must have ability to follow and provide written/verbal instructions, including written reports.
- Must have ability to perform tasks outdoors for extended periods.
- Must have the ability to occasionally carry/lift objects up to 60 pounds.
- Must have the vision ability to see and avoid obvious hazards. Must also have the ability to recognize the various weeds in Wind Lake.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. WLMD reserves the right to change or modify the job description as needed.