

## **Benton County - Job Description**

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<b>Job Title:</b>	Assistant Roadside Manager	<b>Job Code:</b>	
<b>Department:</b>	Weed Commission	<b>Reports To:</b>	Roadside Manager
<b>FLSA Status:</b>	Non-exempt	<b>Supervises:</b>	None
<b>Prepared By:</b>	Benjamin Bonar	<b>Prepared Date:</b>	May 20, 2021
<b>Updated By:</b>		<b>Updated Date:</b>	

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**SUMMARY:** The Assistant Roadside Manager will aid in administering a program of ecosystem management that seeks to promote the health of Iowa's native plants, animals and insects in Benton County rights-of-way and natural areas and manage the Iowa Roadside Management program in accordance with Iowa Code Chapter 314. This position will be appointed as the Deputy Benton County Weed Commissioner and will assist with managing the operations of the Benton County Weed Commission in accordance with Iowa Code Chapter 317.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Benton County Weed Commission:**

- Assumes responsibilities of the Deputy Benton County Weed Commissioner in accordance with Iowa Code Chapter 317 as assigned by the Roadside Manager.
- Aids in developing and maintaining a program of noxious and invasive weed control to effectively implement Iowa Code Chapter 317.
- Control of noxious weeds in rights-of-way and public drainage ditches.

### **Iowa Roadside Management:**

- Planting and maintenance of native and introduced grass/forb communities in newly graded, cleaned out, or otherwise disturbed sites on county rights-of-way.
- Attends local, state and regional meetings and conferences relating to the field as directed.
- Assist to the best of your ability the enforcement of all Local, State, and Federal laws pertaining to the operation of roadside vegetation management within Benton County and serves as a liaison for previously mentioned law enforcement agencies.
- Other related duties as assigned by the Roadside Manager.
- Remove trees and brush causing safety concerns along county roadways.

**QUALIFICATIONS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

1. Acquire and maintain a valid pesticide applicator's license in category 6 (Right-of-way) and category 1A (Agriculture).
2. Acquire and maintain a valid, Class B, Commercial driver's license with air brake and tanker endorsement.
3. Have a minimum two-year college degree in a natural resource related field with major course work in botany and wildlife or equivalent work-related experience.
4. Acquire and maintain NWCG Wildland Fire Certifications – S130, S190, S290

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to successfully write reports for business correspondence and procedure manuals.

## TECHNICAL SKILLS

- Ability to utilize Microsoft Windows / Office, for word processing and data management.
- GIS & GPS equipment expertise as required for monitoring.
- Demonstration of strong organization skills.
- Demonstration of good oral and written communication skills.
- Knowledge of principles of land use and the environmental, social, and economic problems that affect it.
- Ability to plan work, think conceptually, analyze data, observe and evaluate, and make sound decisions and recommendations.
- Ability to work well with the public and private sectors on diverse roadside projects.
- Ability to identify native and introduced plant species, including invasive or non-desirable.
- Knowledge of the principles of wildlife management/protection and conservation practices relating to roadsides.
- Ability to supervise support staff engaged to carry out program.
- Ability to operate and maintain power equipment.
- Ability to multi-task and prioritize job activities to achieve maximum overall results.

**PHYSICAL DEMANDS/ESSENTIAL FUNCTIONS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to talk; hear; stand; walk; climb; balance; stoop; kneel; crouch; crawl; push; pull; reach with hands and arms; frequently lift/push/move up to 50 pounds. Must be able to ride continuously in a car for extended periods of time.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This worker is subject to outside environmental conditions year around. This worker is subject to extreme cold and extreme heat. The worker is subject to noise and hazards including moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals; conditions that may include fumes, odors, dusts, mists, gasses or poor ventilation; oils.

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_\_