

## Benton County, Iowa - Job Description – Roadside Manager

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<b>Job Title:</b>	Roadside Manager	<b>Salary:</b>	
<b>Department:</b>	Weed Commission	<b>Reports To:</b>	Board of Supervisors
<b>FLSA Status:</b>	Exempt	<b>Supervises:</b>	Full-time & seasonal staff

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### SUMMARY

The Roadside Manager shall develop and administer a program of ecosystem management that seeks to promote the health of Iowa's native plants, animals and insects. This position is responsible for the Iowa Roadside Management program in accordance with Iowa Code Chapter 314. This position will be appointed as the Benton County Weed Commissioner and is responsible for managing the operations of the Benton County Weed Commission in accordance with Iowa Code Chapter 317.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### 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.
- Development of a program of public information and education to promote public understanding of Integrated Roadside Management (IRM) and wise land use that contributes to the goals of the Iowa Roadside Management program.
- Inventorying and documenting plant communities and trends along county rights-of-way.
- Managing those areas of native vegetation identified by the inventory process to improve their diversity and promote their continued health.
- Remove trees and brush causing safety concerns along county roadways.
- Serves as the trainer/inspector/manager for staff dealing with seeders, tractors, mowers, sprayers and other roadside management equipment.
- Performs administrative duties such as grant writing, and writing of reports for monthly and annual updates as requested.
- Serves as the IRM coordinator for Benton County and attends, organizes meetings and assists with the direction of the group's vision.
- Attends state and regional conferences relating to the field.
- Assist with the enforcement of all Local, State, and Federal laws pertaining to the operation of roadside vegetation management within Benton County.
- Supervises staff including, but not limited to, assigning, checking, planning and approving the work schedules of full-time, seasonal, and volunteers.
- Establishes a long-term plan for roadside development that meets the goals and objectives of the Secondary Roads, & Benton County Conservation Departments, including long-term budgeting for capital expenditures.
- Other related duties as assigned by the Benton County Board of Supervisors.

### Benton County Weed Commission:

- Assumes all responsibilities of the Benton County Weed Commissioner through annual appointment by the Benton County Board of Supervisors.
- Develops a program of noxious and invasive weed control to effectively implement Iowa Code Chapter 317.
- Control of noxious and invasive weeds in rights-of-way and public drainage ditches.

### **BENTON COUNTY CONSERVATION COLLABORATION**

Assists and collaborates with the Benton County Conservation Department in preparing, planning and implementing the following: prescribed fires; the expansion of native plants in the state of Iowa; native plant, animal and insect inventories; timber stand improvement projects; native seed and plant production procedures to further the goals of both programs.

### **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**

- Bachelor's Degree in biology, botany, horticulture, wildlife management, or related field and at least two (2) years of related work experience, OR any equivalent of training, education, and experience that provides the required knowledge, skills, and abilities.
- Must have valid State of Iowa Commercial Pesticide Applicator's license -- Categories IA - Agricultural Weed Control, 6- Right of Way Pest Control; or ability to obtain and maintain the license within six months from the date of hire.
- Maintain a valid, Class B, Commercial driver's license with air brake endorsement; or ability to obtain and maintain the license within six months from date of hire.
- Maintain NWCG Wildland Fire Certifications - S130, S190, S290; or ability to obtain and maintain within six months from date of hire.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations.

## **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.

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. 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.