

# Keokuk County

## Integrated Roadside Vegetation Management Plan

# FY17



Keokuk County Highway Department  
101 S. Main Street  
Sigourney, Iowa 52591  
P 641.622.2610

I. Preface

A. Update/ Version I

B. Contributors to the Plan

- a. Andrew McGuire - County Engineer
- b. Casey Clarahan - Assistant to the Engineer
- c. Doug Klett - Maintenance Superintendent
- d. David Kleinschmidt - General Working Foreman
- e. Michael Berg - Board of Supervisor’s Chairperson

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## II. Executive Program

### A. Goals

#### Short Range Goals (0-5 years)

- a. Revitalize Integrated Roadside Vegetation Management through a formal IRVM plan including Board of Supervisor support
- b. Expand erosion and sediment control efforts, particularly during ditch cleaning operations
- c. Utilize available top soil more effectively during ditch cleaning operations to promote proper vegetative cover
- d. Acquire seedbed preparation equipment such as power box rake, gill, harrow, soil conditioner, etc. to prepare for contracted seed application
- e. Convert turf grass areas on certain facilities owned by Keokuk County to native planting areas
- f. Promote more efficient use of herbicide by educating staff on plant species identification and appropriate management techniques.
- g. Re-establish and communicate chain of command for IRVM practices.
- h. Establish GIS database to manage IRVM sites.

#### Medium Range Goals (5-10 years)

- a. Evaluate possibility of re-establishing full time Roadside Manager position
- b. Consider acquiring seeding equipment such as hydroseeder, drills, etc. to perform seeding operation in house
- c. Expand knowledge base on prescribed burning and potentially train staff

#### Long Range Goals (0-20 years plus)

- a. Preserve and provide safe, functional and environmentally improved corridors of travel throughout the county.
- b. Utilize a long-term integrated management program that promotes desirable, self-sustaining plant communities. Encourage those plant communities that are native to Iowa through preservation and re-establish whenever practical.
- c. Enhance the scenic qualities of the roadsides and their value as roadside habitat.

### B. Program History

- a. Keokuk County implemented an IRVM plan in the early 2000's to better manage our roadside vegetation, while providing safe corridors for travel. Around 2008 the formal program was suspended in part due to budget cuts. Informally, vegetation management has been performed annually and primarily consists of brush removal and herbicide application to prohibit regrowth as well as roadside mowing. Recently there has been a renewed interest in revitalizing the formal program.

### C. IRVM Decision Making Process

- a. County departments participating in the IRVM program continue to use the latest IRVM methodologies to most appropriately fix the problems at hand. Actions that are most consistent with the goals and concepts of roadside vegetation management in this plan are considered first priority.

### D. Executive Summary

- a. Keokuk County's vegetation management goals must meet certain safety and functional requirements before aesthetic, recreational, or economic considerations can be addressed. These are to maintain a clear zone recovery area, meet minimal sight distance requirements and provide for erosion control. Through the use of IRVM, we should be able to meet the prime purposes, provide a safe corridor for travel, and address other desirable uses for roadside vegetation.

E. Map

- a. Please refer to Figure 1 in the Appendix

F. Program Type

- a. Keokuk County's IRVM program is housed in the Highway Department. The program is run through a joint effort from the Highway Department, Board of Supervisors, and the general public.

III. Jurisdictional Recognition and Approval

A. Management

- a. County Engineer - Makes decisions where road construction projects will take place throughout the county. Reviews IRVM funding and budgetary needs on an annual basis. Aides in deciding IRVM operations.
- b. Assistant to the County Engineer - Assists County Engineer with the planning and construction of projects. May submit application for funding and materials through the LRTF (Living Roadway Trust Fund). Assists in overseeing IRVM operations.
- c. Maintenance Superintendent - Assigns tasks to maintenance employees on a daily basis. Helps to oversee field IRVM operations. Identifies roadway issues that require a corrective action. Utilizes IRVM methodologies and practices to determine plan of action for a variety of erosion and seeding issues.

B. Board of Supervisors

- a. Please refer to program type and executive summary. Board of Supervisors aids in hearing public input in IRVM operations. Supervisors also, review and approve budget for IRVM operations on an annual basis. The Chairman of the Board is the acting weed commissioner.

C. State Laws and Regulations

- a. Iowa Law Section 314.17 Mowing
- b. Iowa Law Section 314.22 IRVM
- c. Iowa Law Chapter 317 Weeds

D. Permits

- a. Permits are filed in the County Engineer's Office. Permits are filled out by the applicant then submitted to the County Engineer for approval. The County Engineer has the authority to make necessary changes to the proposed application. Applications possibly affecting the IRVM program include and can be found in the Appendix:
  - i. Permit to Perform Work Within the County Right-of-Way
  - ii. Public Utility Construction Within the County Highway Corridor
  - iii. Application for Entrances/Driveways
  - iv. Tile Crossing Permit

IV. Program Organizational Structure

A. Staff Organization Chart

- a. The County Engineer works with the Assistant to the Engineer and Maintenance Supervisor to distribute workload necessary to follow the plan. The hierarchy is as follows:
  - i. County Engineer
  - ii. Assistant to the Engineer

- iii. Maintenance Superintendent
- iv. General Working Foreman
- v. Maintenance Staff

#### B. Staffing Needs

- a. Keokuk County's IRVM plan requires employees to be available for seeding, erosion control, mowing, and brush cutting. Employees will be utilized when schedules are free from typical road maintenance activities (ex. hauling gravel, blading, plowing snow, etc.).
- b. The full time Roadside Manager position was eliminated in 2008 due to budgetary reasons. Some of the duties of this position may be able to be reassigned to existing staff. Eventually it would be beneficial for a full time Roadside Manager position to be reestablished in Keokuk County.
- c. Currently the Maintenance Superintendent, General Working Foreman, and 4 additional Maintenance Staff employees are certified pesticide applicators. Additional training would be beneficial to the remaining employees for a basic understanding of product application, usage, and safety.
- d. The Assistant to the Engineer and an Engineering Technician are certified Erosion and Sediment Control Technicians. At a minimum, two additional road maintenance staff members should become certified Erosion and Sediment Control Technicians.

#### V. Inventory and Analysis

##### A. Natural Resources

- a. Tools
  - i. GIS Mapping
  - ii. GPS Equipment
  - iii. Aerial Photography
  - iv. GEOTREE Prairie Seed Mapping
  - v. Record Keeping
- b. Vegetation
  - i. Inventory of roadside vegetation throughout the county is a practice that should be continued in Keokuk County. This inventory could include both official and unofficial records. The official inventory could include data collection and recording on a county wide basis to keep track of areas where vegetation has been planted and roadsides improved to minimize erosion and non-desirable plants. Unofficial inventory could include county staff identifying an issue in the road ditches then continuing to monitor the issue and ultimately coming up with a plan to correct the problem or addressing the problem with a solution.

##### B. Equipment/Facilities

- a. Keokuk County has a variety of pieces of equipment that are used on a regular basis as part of our roadside management program. Our current equipment usually allows for having successful plantings and performing proper maintenance of the roadsides. The age of our equipment covers a wide range and will need to be replaced as repairs become uneconomical. In addition to sprayers, chainsaws and other small miscellaneous tools, Keokuk County's current IRVM equipment includes:

Keokuk County Equipment No.	Model Year	Make	Description	Condition
9	2007	Chevrolet	3500 Ext. Cab 4WD Flatbed Truck	Fair
4	2015	Caterpillar	M-320-F Wheel Excavator	Fair
54	2007	Caterpillar	318C Track Excavator	Fair
55	2006	Caterpillar	M-318 Wheel Excavator	Fair
24	2014	John Deere	6140R Tractor	Good
34	2007	John Deere	7220 Tractor	Fair
31	2014	John Deere	930M Z-Trac Mower	Good
22	2015	Caterpillar	299D2 XHP Compact Track Loader	Good
	2001	Schulte	XH1000 Batwing Mower	Poor
	2013	Schulte	XH1000 Batwing Mower	Good
	2015	John Deere	M-285 Disc mower	Good
	2005	Pro Mac	52CMP II Rotary Brush Cutter-Excavator Mount	Poor
	2012	Pro Mac	52CMP II Rotary Brush Cutter-Excavator Mount	Fair

- b. As other equipment is identified that can assist in our abilities to successfully and economically carry out our IRVM plan, they will be considered for additions to our fleet.
- c. Keokuk County received a LRTF grant during the initial IRVM program for the construction of a climate controlled seed storage facility. This facility is still available for use of seed storage.

### C. Soils

- a. Keokuk County utilizes NRCS Soil Mapping Index for a variety of tasks.

## VI. Program Operations

### A. Annual Operations

- a. January through March - Operations include but are not limited to: cutting trees and brush, repairing equipment, planning upcoming year's operations, ordering equipment and supplies.
- b. April through September - Operations include but are not limited to: seeding, erosion control projects, mowing, and spraying.
- c. October through December - Operations include but are not limited to: cutting trees and brush, equipment maintenance, dormant seeding, monitoring sites, and reviewing previous year's work.

### B. Vegetation Types for Specific Uses

- a. Selection of vegetation types will be based upon plant performance, cost, availability, ease of use, and distinct benefits of each type of plant. Generally we utilize prairie seed mixture in areas

that have steep slopes and are difficult to maintain. In relatively shallow slopes we will use Iowa DOT rural seed mixtures. Typically in front of households and areas mown regularly, Iowa DOT urban mixture is planted.

### C. Special Projects

- a. Wetland Determination - Completed for construction projects to determine if any sort of mitigation is needed.
- b. Wetland Mitigation Seeding and Enhancement - Projects that address possible loss of habitat through construction by adding additional habitat area.

## VII. Methods

### A. Vegetation Establishment and Maintenance

- a. Procedures - As much as practicable, procedures to be used are prescribed by the Iowa DOT and the IRVM Technical Manual.
- b. Site Preparation - Equipment is used to level the soil surface by breaking up dirt clods and removing debris. This is typically done on the more major construction projects through contract labor forces and equipment. Keokuk County hopes to acquire equipment to expand our efforts to local maintenance and construction projects. Specifically, equipment for our tracked skid loader could be utilized to achieve our IRVM goals .
- c. Seed Mixtures and Rates - Seed mixtures for prairie plantings would differ from year to year due to specific seed availability. Prairie seed would be planted at the rate suggested by University of Northern Iowa's IRVM program. At steep slope locations the seeding rate could be increased.
- d. Seeding Techniques - Keokuk County would determine locations on a site by site basis, what type of seeding method to use. Our goal would be to implement three methods: hydro seeding, broadcast seeding, and drilling.
- e. Erosion and Sediment Control - Multiple erosion control devices and practices are sometimes used in unison with each other. These include the following:
  - i. Permanent Native Seeding
  - ii. Straw Wattles
  - iii. Hydromulch
  - iv. Straw Mulch
  - v. Erosion Control Blankets
  - vi. Slit Fence
  - vii. Rock Check Dams
  - viii. Channel Slope Protection With Revetment
  - ix. Sediment Basins
  - x. Cover Crop Seeding
- f. Vegetation Establishment Maintenance - New and established seedings could be actively monitored for further maintenance. Maintenance includes: mowing, planting of temporary cover crops, and selective spot spraying.
- g. Planting Evaluation and Documentation - Paper copies and GEOTREE electronic copies could be kept to record seeding dates, seed mixtures used, seeding rates, cover crop used, and planting conditions. These records are used to evaluate previous plantings and to better prepare future plantings.
- h. Mowing – It is the goal of the Keokuk County Highway Department to perform shoulder mowing operations along all paved and Class A granular surface county roads twice a year. Paved roads are the first priority for mowing operations. Class A granular surface roads performed by the Secondary Roads Department.

- i. Noxious Weeds – The Chairman of the Board of Supervisors is the acting Weed Commissioner. Chemicals are used on a limited basis when noxious weeds are found to be present. This work has been performed by Highway Department labor forces in the past.
- j. Tree and Brush Control - Keokuk County highly relies on mechanical methods, brush cutters and excavators, for tree and brush control. Stumps are treated following brush removal by Keokuk County forces utilizing existing spray equipment.
- k. Prescribed Burning - Burning is typically done by adjacent landowners. Keokuk County does not possess the required burning equipment and tools.

VIII. Material Procurement

A. Sourcing

- a. Seed, fertilizer, mulch, and other materials needed for IRVM practices would be purchased at fair market value through reliable vendors. Material procurement would be conducted according to the most recent Procurement Policy approved by the Keokuk County Board of Supervisors.

B. Material Handling and Storage

- a. Materials are stored in a sheltered area when possible. When availability is present, sensitive materials, such as seed, should be stored in an enclosed building at a minimum, with climate control being preferred.

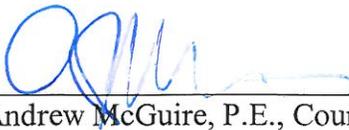
This is a flexible plan requiring common sense interpretations, with changes as necessary to fit the ever-changing complex circumstances realized in roadside vegetation management.



Michael Berg., County Supervisor Chairperson

5/23/16

Date



Andrew McGuire, P.E., County Engineer

5/23/16

Date

## X. Appendix

# KEOKUK COUNTY IOWA

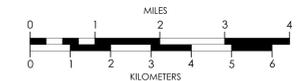


Prepared By  
OFFICE OF SYSTEMS PLANNING  
Phone: (515) 239-1664  
WWW.IOWADOT.GOV/MAPS



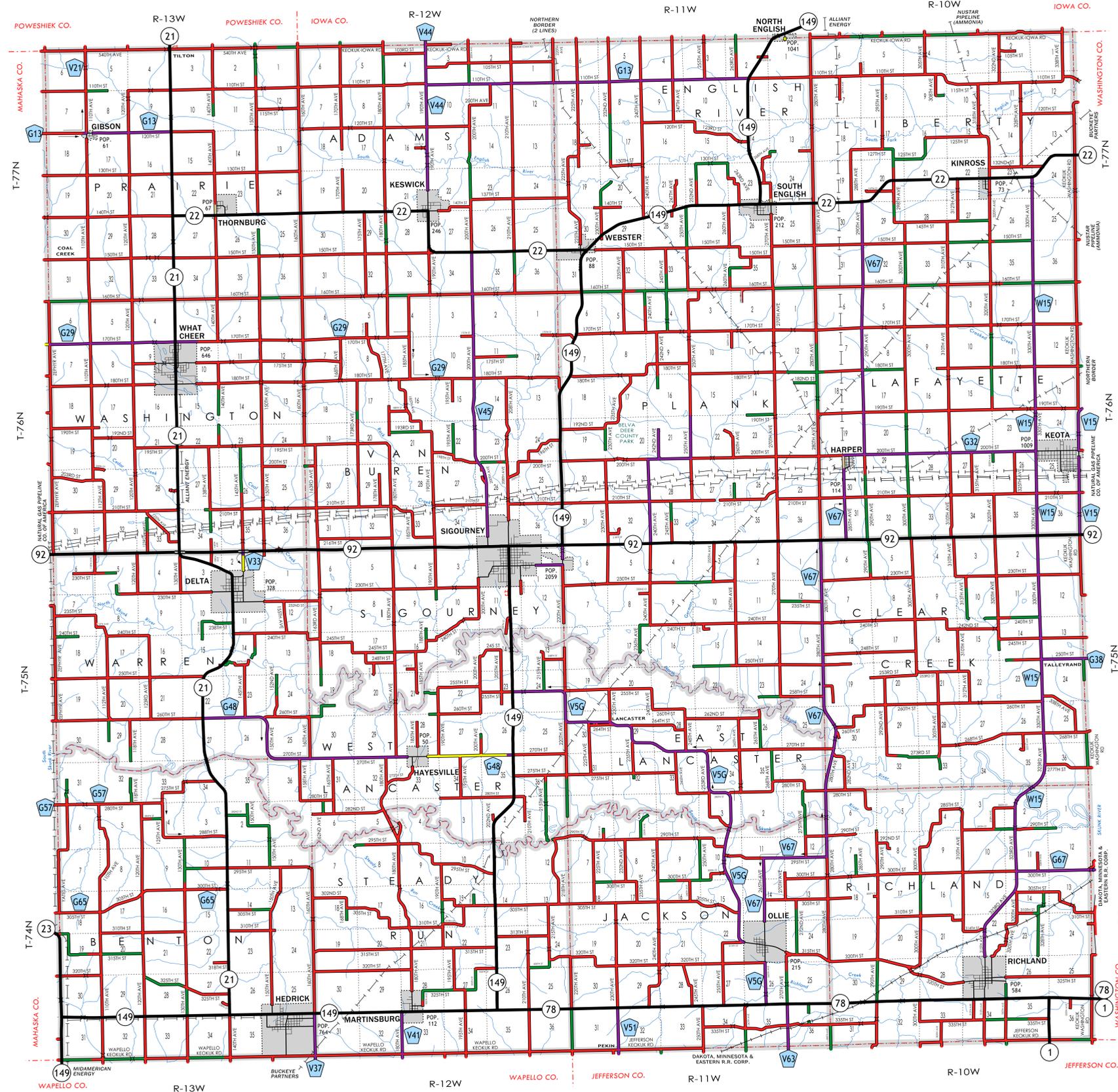
In Cooperation With  
United States  
Department of Transportation

JANUARY 1, 2015



### LEGEND

- INTERSTATE HIGHWAY
- PRIMARY HIGHWAY-DIVIDED
- PRIMARY HIGHWAY
- PORTLAND CEMENT CONCRETE ROAD
- ASPHALT ROAD
- BITUMINOUS ROAD
- GRAVEL ROAD
- EARTHEN ROAD
- INTERSTATE HIGHWAY
- UNITED STATES HIGHWAY
- STATE HIGHWAY
- COUNTY HIGHWAY
- RAILROAD
- PIPELINE
- AIRPORT
- HYDROLOGY
- BRIDGE
- STATE BOUNDARY
- COUNTY BOUNDARY
- CORPORATE BOUNDARY
- TOWNSHIP LINE
- SECTION LINE
- ROAD NAMES
- UNINCORPORATED PLACE
- STATE PARKS
- STATE INSTITUTIONS
- FEDERAL LAND



Keokuk County Highway Department

Work in County Right of Way Permit

Permit # \_\_\_\_\_

Applicant/Landowner Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Work Location

E911 Address: \_\_\_\_\_

Township Name: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Location map with sufficient detail attached?

Additional directions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of Proposed Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor Information

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature

The undersigned requests a permit for the work described above and agrees to comply with the requirements of the Keokuk County Work in County Right of Way Policy and terms of the permit.

By: \_\_\_\_\_ Date: \_\_\_\_\_

-----

Office Use

Contractor insurance certificate on file

Pink flags provided

**UTILITY PERMIT APPLICATION  
KEOKUK COUNTY, IOWA**

This is a Utility Permit Application for telecommunications, electric, gas, water, and sewer utilities. The applicant agrees to comply with the following permit requirements. The County reserves the right to inspect and approve any construction work performed within its right-of-way as it relates to the condition of the highway; compliance shall be determined by the solo discretion of the County Engineer. These requirements shall apply unless waived in writing, due to unique local conditions, by the County Engineer prior to installation; any such waiver shall be attached to the permit. The permit is not intended to conflict with any utility owner's rights or duties mandated in Chapters 388, 390, 474, 476, 476A, 477, 478, 479, 479A, and 480 or by the Iowa Utility Board or other state or federal regulations.

Applicant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Brief Description (type of facility, location): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_ BY: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Office Use:

Approval Date: \_\_\_\_\_

Keokuk County Engineer: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**KEOKUK COUNTY HIGHWAY DEPARTMENT  
ENTRANCE/DRIVEWAY PERMIT**

Fee Paid \_\_\_\_\_  
Cash \_\_\_\_\_  
Check \_\_\_\_\_

Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Requesting:     New Entrance Permit     Widening Permit

Entrance Location

E911 Address: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Township Name: \_\_\_\_\_

Side of Road:     N     S     E     W

Additional directions: \_\_\_\_\_

Attach sketch or copy of map depicting location.

County will provide applicant with flagging for marking exact location of proposed entrance/driveway.

Ownership Status

Does the permit applicant own the land to be served by the entrance:     Yes     No

If Applicant not owner     Contract Buyer     Renter     Plan to purchase

List name of actual land owner: \_\_\_\_\_

Will the entrance serve more than one property:     Yes     No

Entrance Details

New Entrance    What **top** width is requested: \_\_\_\_\_ ft.

Entrance Widening    Entrance's existing width: \_\_\_\_\_ ft.

What additional **top** width is requested: \_\_\_\_\_ ft.

Or    What additional **width** of pipe is requested: \_\_\_\_\_ ft.

Special request items: \_\_\_\_\_

Contractor Information

Name of contractor: \_\_\_\_\_

Certificate Liability Insurance

Signature

The undersigned requests a permit for the entrance described above and agrees to comply with the requirements of the Keokuk County Entrance/Driveway Policy and terms of the permit, when issued.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**(Permit will expire six (6) months from the date issued)**

Keokuk County Highway Department  
Tile Crossing Permit

Permit # \_\_\_\_\_  
Fee: \_\_\_\_\_

Applicant/Landowner Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Cell #: \_\_\_\_\_

Work Location

E911 Address: \_\_\_\_\_  
Township Name: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Open (trench) crossing       Bored crossing  
 Location map with sufficient detail attached?

Additional directions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Proposed Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NRCS Staff Review

Is the proposed tile crossing part of an overall drainage improvement project in which your office has been involved in the coordination and design?     Yes     No

What diameter pipe is recommended? \_\_\_\_\_ inch

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Information

Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Signature

The undersigned requests a permit for the work described above and agrees to comply with the requirements of the Keokuk County Work in County Right of Way Policy and terms of the permit.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use

Permit paid (date): \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_

Pink Flags provided  
 Contractor Insurance certificate on file

## Keokuk County LRTF Funding History through FY 2016

<b>DOTProjectNumber</b>	<b>Applicant</b>	<b>Award</b>	<b>FiscalYear</b>	<b>Description</b>	<b>Type</b>
90-54-LRTF-601	Keokuk County Highway Department	\$ 15,000.00	2006	Equipment - Hydro seeder	County
90-54-LRTF-701	Keokuk County Highway Dep't.	\$ 11,500.00	2007	IRVM equipment and seed storage building	County
90-54-LRTF-801	Keokuk County Highway Department	\$ 11,158.72	2008	Equipment - Three chemical injectors for sprayer unit	County

<b>Total LRTF Funding Awarded FY1990 - FY2016</b>	<b>\$ 37,658.72</b>
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# PHYSICAL REQUIREMENTS & WORKING CONDITIONS WORKSHEET

R=RARELY, LESS THAN 15% OF TIME  
 O=OCCASIONALLY, 15% - 40% OF TIME  
 F=FREQUENTLY, 40% - 70% OF TIME  
 C=CONSTANTLY, MORE THAN 70% OF TIME

COMPANY: **KEOKUK COUNTY**  
 JOB TITLE: **MAINTENANCE SUPERINTENDANT**  
 DATE: **OCTOBER 1999**

Standing					x	Stooping					x	Feeling								x
Walking					x	Kneeling					x	Talking								x
Sitting				x		Crouching					x	Hearing: Speech								x
Lifting-Max. Weight 50#			x			Body Pivoting					x	Hearing:All Ranges								x
Carrying-Max. Weight 50#			x			Repetitive Motions		x				Seeing-Reading								x
Pushing-Max. Force 50#			x			Crawling		x				Seeing-Distant								x
Pulling-Max. Force 50#			x			Reaching,high,low,level					x	Depth Perception								x
Climbing-Stairs			x			Grasping					x	Color Vision								x
Climbing-Ladders			x			Finger Dexterity					x	Snow								x
Balancing			x			Other						Night Vision								x
Elevator Available	x											Other								
Extreme Cold-Below 32F					x	Vehicle Use-Highway					x	Chemicals								
Extreme Heat-Above 100F					x	Vehicle Use-Property					x	List:								
Dryness					x	Working/ people					x	Herbicide							x	
Wetness					x	Working alone					X									
Humidity-Above 90%					x	Airborne Contaminants					x									
Confined Spaces				x		(List those normally														
Elevated Heights			x			in work area)														
Noise-Over 85 Decibels					x	Dust														
Moving Equipment					x	Diesel														
Vibrating Equipment					x	Petroleum Products														
Respirator-Breathing Apparatus (Mask)			x			Special Clothing:														
Special Eye Protection				x		Arms, Hands, Fingers					x									
Hearing Protection				x		Legs, Feet, Toes														
Head Protection				x		Body Protection					x									
						Steel Toed Shoes						x								

## ADDITIONAL INFORMATION (INCLUDE "PREFERRED" REQUIREMENTS AND ADD COMMENTS WHICH SUPPORT OR DEFINE "ESSENTIAL" REQUIREMENTS.)

- Must work in stressful situations constantly.
- Must have the ability to walk frequently on uneven terrain.
- Ability to work outdoors in all weather conditions.
- Ability to operate vehicle at night and in hazardous weather/road conditions may be required.
- Lifts above 50 lbs. require assistance.

FEDERAL AND STATE LAW PROHIBIT DISCRIMINATION FOR PHYSICAL OR MENTAL DISABILITY UNLESS THE DISABILITY PRECLUDES PERFORMANCE OF THE ESSENTIAL FUNCTIONS OF THE JOB (WITH OR WITHOUT REASONABLE ACCOMMODATION) OR WOULD BE A HAZARD TO THE EMPLOYEE OR HIS/HER FELLOW WORKERS. ITEMS CHECKED ABOVE APPLY TO THE SPECIFIC JOB SHOWN ABOVE.

**Position: Maintenance Superintendent**

**Reports To:** County Engineer

**Description:** Under the general direction of the County Engineer, supervises and coordinates the assignment of employees, equipment and materials for the construction, maintenance and repair of roads, bridges, culverts, traffic signs, right-of-way and related facilities within the County's Secondary Road System; performs related work as directed. May assist the Assistant to the Engineer in supervision of employees under the Assistant's scope of supervision.

**Essential Duties and Functions:**

Supervises foreman and maintenance staff in maintenance and repair of county roads, bridges, and right-of-ways such as blading, drainage, culverts, ditching, signs, weed control, resurfacing, patching, mowing. Coordinates the use of equipment in said work.

Supervises foreman, maintenance staff, and seasonal/part-time help. Recommends new hires; trains employees; maintains log or personnel assignments and equipment; approves and processes leave requests; assigns projects and checks results; approves overtime hours; monitors time and work records; handles grievances and complaints; administers disciplinary actions.

Supervises snow removal, sanding, salting, and plowing; maintains inventory of materials such as sand, salt and blades for snow removal; calls out and assigns/checks work of maintenance crews in emergencies such as floods, snow removal, signs and other related maintenance functions.

Supervises foreman and mechanics in maintenance of county equipment. Diagnoses equipment problems and evaluates cost/benefit of repair, new purchase, or contracting out; supervises maintenance of department buildings and grounds.

Maintains an effective working relation ship with utility company representative, contractors, landowners, county officials, staff and the general public; advises county engineer of problems and handles numerous complaints.

Provides for and handles 24 hour on-call services such as from the sheriff for county road and/or accident problems.

Develops and presents recommendations to the county engineer regarding new equipment and supply purchases.

Performs general labor and skilled equipment operations in any seasonal road maintenance function of the department.

Issues purchase orders and has authority to purchase items for shop and maintenance operations.

Performs related work as directed.

**Requirements:**

Possession of valid Class "B" Commercial Drivers License with air brake endorsement.

Graduation from high school or GED equivalent and 5 or more years of experience in construction, road maintenance and equipment operation functions.

Considerable knowledge of the methods, techniques, and practices of highway construction and maintenance.

Considerable knowledge of related equipment and safety practices.

Ability to understand and implement oral and written instructions.

Ability to maintain and present operating records and reports.

Skill in the application of construction and maintenance methods and practices.

Ability to operate standard construction equipment.

Ability to plan, organize, assign, supervise and inspect the work of subordinates.

Ability to establish and maintain an effective working relationship with fellow employees and public.

Must be subject to call 24 hours/day.

Willingness to undergo a pre-employment, post offer physical and functional capacity evaluation.

Willingness to comply with drug and alcohol testing procedures required by federal law and county policy.

# PHYSICAL REQUIREMENTS & WORKING CONDITIONS WORKSHEET

R=RARELY, LESS THAN 15% OF TIME

O=OCCASIONALLY, 15% - 40% OF TIME

F=FREQUENTLY, 40% - 70% OF TIME

C=CONSTANTLY, MORE THAN 70% OF TIME

**COMPANY: KEOKUK COUNTY**

**JOB TITLE: ROADSIDE MANAGER**

**DATE: FEBRUARY, 2005**

PHYSICAL DEMANDS	N/A	R	O	F	C		N/A	R	O	F	C		N/A	R	O	F	C
Standing				x		Stooping			x			Feeling					x
Walking			x			Kneeling			x			Talking					X
Sitting			x			Crouching			x			Hearing: Speech					X
Lifting-Max. Weight 50#			x			Body Pivoting			x			Hearing:AllRange s					X
Carrying-Max. Weight 50#			x			Repetitive Motions				x		Seeing-Reading					X
Pushing-Max. Force 50#			x			Crawling		x				Seeing-Distant					X
Pulling-Max. Force 50#			x			Reaching,high,low,level				x		Depth Perception					X
Climbing-Stairs		x				Grasping					x	Color Vision					X
Climbing-Ladders		x				Finger Dexterity				x		Other					
Balancing		x				Other						Other					
Elevator Available	x																
WORKING CONDITIONS	N/A	R	O	F	C		N/A	R	O	F	C		N/A	R	O	F	C
Extreme Cold-Below 32F				x		Vehicle Use-Highway					x	Chemicals					x
Extreme Heat-Above 100F				x		Vehicle Use-Property					x	List:					
Dryness				x		Working/ people				x		Solvents					
Wetness				x		Working alone				x		Petroleum Prod.					
Humidity-Above 90%				x		Airborne Contaminants				x		Paint					
Confined Spaces		x				(List those normally											
Elevated Heights		x				in work area)											
Noise-Over 85 Decibels			x			Dust											
Moving Equipment			x			Petroleum products											
Vibrating Equipment					x	Coal tar for patching											
PROTECTIVE EQUIPT. REQUIRED	N/A	R	O	F	C		N/A	R	O	F	C		N/A	R	O	F	C
Respirator-Breathing Apparatus				x		Special Clothing:											
Special Eye Protection				x		Arms, Hands, Fingers					x						
Hearing Protection				x		Legs, Feet, Toes					x						
Head Protection				x		Body Protection					x						
Ear plugs, ear muffs						Steel toed shoes,Gloves					x						

**ADDITIONAL INFORMATION (INCLUDE "PREFERRED" REQUIREMENTS AND ADD COMMENTS WHICH SUPPORT OR DEFINE "ESSENTIAL" REQUIREMENTS.)**

Ability to work under stressful situations frequently.

Lifts above 50 lbs. require assistance.

Ability to work outdoors in all weather conditions may be required frequently.

Ability to work on uneven terrain may be required frequently.

Brush cutting requires frequent use of hands and arms with arms extended while holding a chain saw.

Brush cutting requires frequent lifting, carrying, pushing, pulling of 25lbs.

Brush cutting requires frequent crouching, stooping and body pivoting.

**FEDERAL AND STATE LAW PROHIBIT DISCRIMINATION FOR PHYSICAL OR MENTAL DISABILITY UNLESS THE DISABILITY PRECLUDES PERFORMANCE OF THE ESSENTIAL FUNCTIONS OF THE JOB (WITH OR WITHOUT REASONABLE ACCOMMODATION) OR WOULD BE A HAZARD TO THE EMPLOYEE OR HIS/HER FELLOW WORKERS. ITEMS CHECKED ABOVE APPLY TO THE SPECIFIC JOB SHOWN ABOVE.**

Position: **Roadside Manager**

Reports to: **Maintenance Superintendent**

**Description:** Under the general direction of the Maintenance Superintendent, coordinates aspects of managing roadside vegetation and the implementation of the Keokuk County Integrated Roadside Vegetation Management Plan (IVRM). This includes, but is not limited to controlling noxious weeds, performing controlled burning, managing and removal of roadside trees and brush, installation of right-way vegetation, erosion control, maintenance of existing plantings, equipment operation and maintenance, and public education; performs related work as directed.

### **Essential Duties and Functions:**

Assists in the supervision and scheduling of brush control, control of noxious weeds, mowing, seeding of construction and maintenance projects, and the planting and maintenance of prairie grasses.

Assists in administering enforcement provisions of the Iowa Weed Law as necessary including contacting landowners/operators, serving written notice to non-compliant landowners/operators, and carrying out destruction of noxious weeds.

Work with private citizens, corporations, and governmental entities to insure compliance with all provisions of the Iowa Weed Law.

Travel county roads in search of noxious weed infestations on public and private land.

Responds to and investigates brush and noxious weed complaints

Assists in administering enforcement provisions of the Iowa Weed Law as necessary including contacting landowners/operators, serving written notice to non-compliant landowners/operators, and carrying out destruction of noxious weeds.

Maintains records of weed infestations, landowner/operator contacts, notices served, herbicides used and cost of destruction.

Knowledge of and ability to recognize and identify native prairie plant species and all vegetation defined as noxious by the State of Iowa. Must be able to differentiate between closely related plant species.

Inventorizing and documenting plant communities and trends along county rights-of-way.

Planting and maintenance of native and introduced grass/forb communities in newly graded, cleaned out, or otherwise disturbed sites on county right-of-way. Maintains cost records of said sites.

Providing public education and outreach regarding the Keokuk County IVRM.

Knowledge of and ability to operate and maintain equipment used in roadside management activities.

Supervises part-time/seasonal help as assigned.

Performs related work as directed.

**(Marginal functions** of positions that are incidental to the performance of fundamental job duties have been excluded.)

**Requirements:**

Possession of a valid Class "B" Commercial Driver license.

Graduation from high school or GED equivalent with additional education in botany, horticulture, natural resources or related areas.

Experience in weed control activities, supervision, public relations, or any combination of training and experience which provides the required knowledge, skills, and abilities.

Possession of a valid commercial pesticide applicator license in Category 6 (right-of-way) or ability to obtain within 30 days of hire.

Ability to use a computer both in word processing, record keeping, and data management.

Knowledge of related equipment and safety practices.

Ability to maintain and present operating records and reports.

Ability to effectively carry out oral and written instructions.

Ability to establish and maintain an effective working relationship with fellow employees and the public.

Willingness to undergo a pre-employment, post offer physical and functional capacity evaluation.

Willingness to comply with drug and alcohol testing procedure required by federal law county policy