



Roadside Vegetation Manager Job Description

Department: Road
FLSA Designation: Non-Exempt
Grade: 17
Reports to: Assistant to the Engineer
HR Approved: Lisa Seddon October 2026

Job Summary

Administers and manages the county's Integrated Roadside Vegetation Management (IRVM) program, carry's out and oversees activities such as brush control, mowing, seeding, spraying, burning, and weed eradication. Supervises seasonal staff, maintains equipment, monitors budgets and grants, and implements best practices to promote sustainable roadside vegetation management.

Essential Functions and Responsibilities

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Executes and manages efficient and effective daily operations of the Integrated Roadside Vegetation Management (IRVM) program, including seeding, spraying, brush control, mowing, weed eradication, and prescribed burns to maintain safe and environmentally responsible roadsides.
- Supervises IRVM staff and seasonal employees, assigning tasks, monitoring performance, ensuring compliance with safety standards, and providing training on equipment, herbicide use, and vegetation management techniques.
- Coordinates and maintains IRVM equipment and materials, including mowers, sprayers, seeders, and trucks; documents use and service, performs routine maintenance, and ensures safe handling and storage of seeds, mulch, and chemicals.
- Develops program and maintains records and reports, tracking work activities, chemical and seed inventories, and operational data for review by the County Engineer and state agencies.
- Coordinated with County Engineer on development of IRVM budget
- Monitors budget, expenditures, prepares grant applications, and prepares the annual program report and future work plans in compliance with state IRVM requirements.
- Provides public education and outreach by developing and delivering programs that promote the ecological, safety, and economic benefits of integrated roadside vegetation management.
- Operates a variety of vehicles and heavy equipment such as dump trucks, tractors, hydro-seeders, sprayers, mowers, and loaders for vegetation management, roadside restoration, snow removal, and other maintenance activities.

- Maintains shop and work areas in a safe, organized condition by cleaning, storing tools properly, and adhering to department safety procedures and housekeeping standards.
- Performs general maintenance and labor duties including traffic control setup, property repairs, and fabrication tasks; assists with road and bridge maintenance or snow removal as needed.
- Responds to emergencies by reporting within 30 minutes to assist in road operations, maintenance, or snow removal as needed during critical or after-hours events.
- Performs other duties as assigned.

Required Education and/or Experience

Associate's degree from an accredited educational institution and one year of related experience; or three years of related experience and/or equivalent combination of education and experience.

Experience in operation of heavy trucks or equipment used in construction, farming, maintenance or tractor-trailer operations.

Certificates, Licenses, Registrations

- Valid Iowa Driver's License
- Class A Commercial Drivers License with air brake endorsement
- Tanker endorsement (required)
- Commercial Pesticide Applicators License – Category 6
- Additional endorsements may be required
- Ability to pass physical and drug testing requirements as a CDL holder

Knowledge, Skills, and Abilities to Perform Essential Functions

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Knowledge in weed, woody plant, native grass and forb identification preferred.
- Knowledge of the mechanical and related operational characteristics of multi-purpose trucks related to heavy equipment and occupational hazards and appropriate safety precautions used in equipment operation.
- Knowledge of the basic principles and techniques utilized in the effective maintenance of gravel and paved roads and vegetation in the secondary road system.
- Proficiency in the use of Windows-based computer programs.
- Ability to reliably and predictably carry out duties is required.
- Ability to maintain regular and timely attendance is required.
- Ability to work overtime and work beyond the scheduled workday is required.

Supervision

May involve leadership role such as regularly guiding, training, and providing direction to temporary, permanent, or part-time staff in completing basic, entry-level daily tasks and assignments. Does not carry out disciplinary action, does not hire or fire, is not responsible for writing or delivering performance review.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee regularly lifts and/or moves 25 pounds and will occasionally lift and/or move up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, high or precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration, confined space, and traffic hazards. The employee is frequently exposed to outside weather conditions, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. Involves more than moderate exposure to dangerous situations. Involves more than moderate exposure to stress due to the work environment and/or crisis situations. Involves moderate exposure to dangerous situations due to gravel or slippery road surfaces, slow-moving farm equipment, speeding traffic, wind-driven snowstorms, power line breakages and related occupational hazards. May be called out after-hours and work overtime in emergency situations, requires ability to report within 30 minutes to the assigned facility.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee Signature

Date

Department Head Signature

Date

Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will consider reasonable accommodations to perform essential functions and responsibilities for this position for qualified individuals with disabilities. Marion County encourages prospective employees and incumbents to discuss potential accommodations with the Employer.