



## Conservation Board Cerro Gordo County

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3501 Lime Creek Road      Mason City, Iowa 50401-9256      (641) 423-5309  
Board Members: Shannon Anderson, Jacquelyn Arthur, Stephen Gales, Dudley Humphrey, Jim Roseland  
Mike Webb, Director

VEGETATION MANAGER (ROADSIDES): Full-time position available with Cerro Gordo County Conservation. Position is responsible for management of all vegetation within the Cerro Gordo County secondary road system, oversees full time and seasonal staff, works with other Cerro Gordo County Conservation departments and serves as the County weed commissioner.

The applicant should have thorough knowledge of grassland establishment and management, tree control, noxious weed control, proper chemical use and record keeping skills as would be acquired through a four-year college level course of study, along with relevant experience.

An application form must be included with a resume. Resumes without an application will not be considered.

For questions regarding the position contact:

Mike Webb/Director  
Cerro Gordo County Conservation  
641-423-5309  
[mwebb@cgcounty.org](mailto:mwebb@cgcounty.org)

Application and job description may be picked up in person at:

Cerro Gordo County Administrative Services Office  
First Floor- Courthouse  
220 North Washington Avenue  
Mason City, IA 50401

By visiting our website at: [www.cgcounty.org](http://www.cgcounty.org)  
Or by contacting [hr@cgcounty.org](mailto:hr@cgcounty.org)

Applications will be accepted until 4:30 p.m. September 18, 2020.  
Pre-employment physical and drug screen required. Cerro Gordo County is and EOE.

Posted August 25, 2020

**CERRO GORDO COUNTY, IOWA  
POSITION DESCRIPTION**

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**Position Title:** Vegetation Manager

**Department:** Conservation

**Immediate Supervisor:** Conservation Director

**Shift:** Normally 7:30 a.m. to 4:00 p.m., Monday - Friday

**Location:** Cerro Gordo County - Lime Creek Nature Center

**FLSA:** Exempt/Non-Bargaining

**Salary Range:** \$54,000-\$56,000

**Approved by:** Conservation Board

**Date:** 08/18/2020

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**Summary:**

Responsible for the general implementation of duties associated with all aspects of vegetation management within county secondary road right-of-way (ROW) corridors. Primary work activities are focused on the continued maintenance and development of safe travel corridors for vehicles and biological management of desired vegetation types along those corridors. In addition the Manager works directly with Conservation Education, Outdoor Recreation, and Wildlife Area Managers to assist them with routine educational efforts, public land and facility management goals and objectives

**Essential Duties and Responsibilities:**

Direct the assigned professional staff with the design and implementation of established ecological goals for ROW vegetation management in the county.

Coordinate and assist with control and removal of woody vegetation in ROW and other county managed areas.

Direct and assist with spraying of herbicides in ROW and other county managed areas for control of recognized noxious weeds, according to Iowa Department of Agriculture Standards and also spraying of unwanted woody vegetation.

Coordinate and implement seeding projects on cleaned, re-graded and newly created ROW areas, primarily utilizing native warm season plant species, where applicable.

Oversee and maintain accurate, up-to-date records of the following activities: herbicide application, seeding and reseeding, prescribed burning, tree and brush removal and timely handling of complaints from county residents and other government agencies.

Oversee and maintain efficient and effective maintenance records for assigned equipment and facilities.

Assist with and perform scheduled and non-scheduled routine equipment and facility maintenance and arrange with supervisor for non-routine work to be completed by private vendors/contractors.

Compile monthly staff work activity reports for all tasks completed.

Function as appointed County Weed Commissioner and maintain records and enforce Iowa's Noxious Weed laws.

Responsible for immediate notification to supervisor, of potential problems concerning ROW safety, equipment problems/safety and other potential risk exposure situations.

Perform any and all assigned work according to the goals and objectives of the ROW program and conservation department, in accordance with departmental and county safety regulations.

Direct and assist with development and presentation of on-going educational materials related to ROW management and conservation department.

Direct and assist with production, harvest and processing of warm season native prairie plant seeds for use in ROW and other county property seeding projects.

Direct and assist with continued inventory and data collection of prairie remnants, noxious weed sites and woody vegetation encroachment sites.

Follow established county purchase policies (i.e. bid procurement, repair estimates, etc.) in daily operation of ROW program.

Assist Director with annual budget preparation and expense tracking for ROW management operations.

Assist other full time staff on agency projects as specified by the Director.

## **Supervisory Responsibilities:**

The manager will routinely oversee the work of two full-time biologists, seasonal interns, temporary or part-time employees and be responsible for the implementation and daily work activities of the integrated ROW vegetation management program for this agency/county. The manager is responsible for employee safety training specific to the above positions and ensuring that the work of those he/she oversees is conducted safely.

## **Qualification Requirements:**

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

Ability to routinely work at remote/satellite work stations.

Ability to organize assigned work and develop efficient strategies to accomplish said work.

Ability to establish and maintain effective working relationships with other staff, the general public, special interest/civic groups and individuals from other government agencies.

Ability to work a non-standard workweek, including nights and weekends to accomplish the objectives of the position.

Ability to maintain accurate safety, work and equipment and facility maintenance records.

Ability to safely operate any equipment owned by the Conservation Board and ability to operate non-agency owned, job specific equipment, to achieve work goals.

Ability to safely make minor repairs on equipment and facilities not requiring a trained professional repair person.

Ability to operate personal computers and learn to operate programs provided by the County.

Ability to continue professional training to remain knowledgeable of current issues, trends and management techniques.

The requirements and 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.

**Education and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in natural resource biology, wildlife management, or a closely related subject and a minimum of four (4) years (no exceptions) practical work experience in the above or a closely related natural resource field environment is required.

Shall possess a working knowledge of Iowa/Midwest habitat management including, but not limited to native and restored prairies, cool season vegetation, riparian corridors/floodplains, hardwood forests, and wetland ecosystems.

Shall be knowledgeable of the tools and equipment required to perform the job.

**Language Skills:**

The ability to communicate effectively with co-workers and the general public.

Ability to deal with the general public in a tactful and courteous manner.

Ability to properly and effectively communicate verbally and in writing.

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

Ability to utilize a wide variety of reference and descriptive data, information, and computer hardware and software documentation.

**Mathematical Skills:**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

Ability to apply basic geometrical, statistical, and algebraic principles.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.

Ability to apply common sense to solve problems or achieve work objectives.

Ability to recognize work situations that require special attention.

Ability to deal with problems involving several variables in standardized situations.

Ability to establish goals and objectives and assess progress toward their achievement.

**Certificates, Licenses, Registrations:**

Valid Iowa Commercial Drivers License (Within 90 days of hire date).

Valid Iowa Pesticide Applicator License (Within 90 days of hire date).

National Wildfire Coordinating Group (NWCG) certification for S-130 & S-190 (within first year of service).

**Physical Demands:**

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 routinely required to stand, walk, sit, operate hand tools, kneel, stoop, balance and climb ladders and equipment. These activities may be required for 2 or more hours at a time during an 8-10 hour work/day.

The employee must occasionally lift 75 pound objects 40 inches high and carry 15 yards.

The specific vision abilities required for this job include; close vision, distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job the employee will work around moving parts/equipment. The employee will work outdoors in extreme hot, cold, rainy, snowy and windy weather conditions and be exposed to dust, fumes and loud noises.

**Comments:**

Must be insurable for driving under county insurance company policies.

Applicant will be subject to post offer, pre-employment drug and physical testing.

*Cerro Gordo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.*