



# *Dickinson County*

## **Integrated Roadside Vegetation Management**

2020

## Dickinson County Integrated Vegetation Management Plan

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#### A. Version

Dickinson County IRVM plan update – January 2020

#### B. Contributors

Aric Ping – Vegetation Specialist

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## II. Executive Program Elements

### A. Goals

Establish and maintain a vigorous native plant community within county right-of-way (ROW) property that provides for public safety, erosion control, water mitigation, wildlife habitat, weed control, and a visually appealing aesthetic that honors Dickinson County's natural heritage.

### B. Program History

In 2015 the Dickinson County Conservation Board (DCCB) saw the need for, and the importance of, an IRVM program. The board has seen the success of IRVM in other counties, and made the decision to create a program of their own to provide ecologically sound management of ROW for improved roadside safety, water runoff mitigation, wildlife habitat, erosion control, weed suppression, snow breaks, and a visually appealing roadside.

Runoff mitigation is of special concern to the Dickinson County Conservation Board, and played a large part in the creation of this program. Our landscape in Dickinson County is dominated by water. We're home to the Iowa Great Lakes, several creeks and rivers, and dozens of wetland areas. Our program's primary focus will be around those resources.

**C. IRVM Decision Making Process**

The broad stroke goals of the IRVM program are set by DCCB and the Executive Director with the Vegetation Specialist/Roadside Manager making day-to-day decisions on the implementation of those goals.

**D. Executive Summary**

This document is a concept-based Integrated Roadside Vegetation Management Plan for Dickinson County Right-of-Way. The document details the responsibilities of involved parties, the strategies and techniques to be implemented, and the resources needed to carry out the plan.

**E. Area Map**

See Appendix

**F. Program Type**

The Dickinson County IRVM Program is housed and administered through the Dickinson County Conservation Board with offices at Horseshoe Bend Recreation Area.

**III. Jurisdictional Recognition and Approval**

**A. Management**

*Vegetation Specialist/Roadside Manager:* Administers the Roadside Program; prioritizes and oversees long-term and day to day goals and operations. Carries out vegetation management throughout county ROW including soil preparation, seeding, burning, and herbicide application. Provides public education upon request. The Vegetation Specialist/Roadside Manager decides on budget requests and day to day activities. Coordinates with county Engineer and other conservation organizations on special projects.

**B. Board of Supervisors**

The Board of Supervisors approve the budget of the Conservation Board. The IRVM program is administered through the county Conservation Board which appropriates its budgetary funds as it sees fit.

Additionally, the Board of Supervisors appoint the county Weed Commissioner, a position currently held by the Vegetation Specialist/Roadside Manager.

Note: The Jurisdictional Approval form can be found in the Appendix section **D**.

**C. Iowa Code and Administrative Rules-State Laws and Regulations**

**Iowa Code**

Section 314.22 Integrated Roadside Vegetation Management

Section 314.17 Mowing on interstates, primary highways, and secondary roads

Section 317.11 Weeds on Roads - Harvesting of Grass

Section 318.3 Obstructions in ROW / Destruction of plants placed in ROW / Crops in ROW

Section 317.1A Noxious Weeds and Enforcement Procedures

#### **D. Local Laws and Regulations**

Local Laws, Regulations, and Policies pertaining to IRVM in Dickinson County reflect that of the Iowa Code, as well as any other State and Federal Regulations that are specific to management activities that occur within the jurisdiction of the Dickinson County Secondary Roads System.

#### **E. Permits**

Permits are obtained at the Dickinson County Courthouse or via the county website (<http://dickinsoncountyiowa.org/engineer/>). After the permit or request is filled out with the necessary information and fees have been collected, the permit or request is issued to the individual and a copy is filed with the county. The pertinent permits are submitted to the IRVM office.

Permits relevant to the IRVM program include:

- Haying/material harvest
- No-Spray Management agreements

These permits can be found in the appendix of this document and at this web address:

<http://dickinsoncountyiowa.org/engineer/>

### **IV. Program Organizational Structure**

#### **A. Staff Organization Chart**

- Dickinson County Board of Supervisors
- Dickinson County Conservation Board
- Conservation Director
- Vegetation Specialist/Roadside Manager
- Roadside Prairie Technician (x3)

#### **B. Staffing Needs and Training**

##### *Staffing*

Current staffing includes a Vegetation Specialist/Roadside Manager, a full-time Roadside Prairie Technician, and two part-time Roadside Prairie Technicians.

##### *Training*

All staff must have basic NWCG FFT2 training and Iowa Pesticide Applicator Category 6 certification. Beyond that, our staff continually seeks out higher NWCG certifications and additional pesticide applicator categories as well as other relevant trainings and workshops.

All staff is trained on county approved equipment safety standards.

## V. Public Involvement

### A. Partners

*Dickinson County Soil and Water Conservation District* – The IRVM program staff will coordinate with the Dickinson County Soil and Water Conservation District on implementation and management of the Iowa Great Lakes Watershed Project Low Impact Development (LID) runoff mitigation plan within county ROW.

### B. Education and Outreach

The Vegetation Specialist/Roadside Manager will provide educational presentations to public and private groups upon request. Staff vehicles are also stocked with IRVM handouts for disbursement in the field.

## VI. Inventory and Analysis

### A. Natural Resources

#### 1. *Tools* (This section will list potential record keeping tools and uses)

- Digital Camera – Year to year visual record keeping
- GPS Units – Mapping of all treatment practices
- GIS software – Record keeping, map compilation

#### 2. *Vegetation*

Several county-wide surveys have been conducted over the past five years. We have mapped hazard trees, brush encroachment, Eastern Red Cedars, remnant communities, and herbaceous invasive weed infestations. These surveys are continually updated as work is completed.

#### 3. *Watershed/Water bodies*

The watersheds and bodies of water in Dickinson County are of great ecological and economical importance to the region. These watersheds and bodies of water include, but aren't limited to the Little Sioux River, Milford Creek, Silver Lake, Diamond Lake, West Okoboji Lake, East Okoboji Lake, Spirit Lake, Center Lake, Lower Gar Lake, and several other lakes, creeks, and wetlands. The IRVM program will coordinate with Dickinson County Soil and Water Conservation District on a Low Impact Development plan to improve water runoff mitigation.

### B. Equipment

Equipment specific to the IRVM program:

- 1997 1-ton Chevy Spray truck
- 2019 1-ton Chevy flatbed
- Norstar 500 gallon skid sprayer
- Bowie 1100 Hydroseeder
- Vicon spreader
- Truax Flex II drill
- Polaris Ranger 900
- 75 gallon skid sprayer unit
- Three point mounted boom mower

Desired Equipment:

- Low Cab Forward truck w/dump bed
- Second Norstar skid sprayer unit
- Wood chipper
- Bobcat skidsteer w/forestry mulcher

## **VII. Program Operations**

### **A. Annual Operations Calendar** (this is a probable schedule of activities for a typical year)

*January to March* - Tree and brush removal, budgetary meetings, equipment maintenance, inventory, order seed, order herbicides, write burn plans, write LRTF grants, compile maps, equipment maintenance and fabrication

*March to April* – Prescribed fire, seeding, tree and brush removal

*April to October* – Seeding, weed spraying, mowing

*October to November* – Prescribed fire, weed spraying, seed collection, inventory, tree and brush removal

### **B. Work Area Types**

*Rural* – These will be our primary treatment areas. Each area’s goals and vegetation type to be seeded will differ. There are three typical types of adjacent land that will require different management practices in the ROW. These adjacent areas include:

#### 1. Public Land

This is land owned by the state, typically the Department of Natural Resources (DNR). Our county has an abundance of these areas. We will coordinate with the DNR before enacting IRVM practices in adjacent ROW.

2. Private Farmland

This land is privately owned and is typically row cropped. We will coordinate with the land owner before any management on adjacent ROW and prior to any possible needed access to their land.

3. Private Residential

This land is privately owned and is typically made up of a cool-season grass lawn. We will coordinate with these land owners as needed.

*Urban* – Unincorporated towns make up a small portion of our jurisdiction, and will be managed as needed. If the area is frequently mowed by home owners a cool-season turf mix will be seeded.

**C. Vegetation Types for Specific Uses**

Seed mixtures from the Tall Grass Prairie Center and other sources of native seed will be sown within secondary ROW with a focus on production of high-diversity stands of native vegetation over time.

Cover crops will be utilized in situations which involve bare soil (i.e. erosional or construction disturbances that result in bare soil), or when seeding must be conducted out of season.

**D. Special Projects**

The Dickinson County IRVM program will coordinate with the Dickinson County Soil and Water Conservation District on a Low Impact Development runoff mitigation program within county ROW which will involve establishing stands of native vegetation within drainages, as well as other low impact mitigation efforts.

The county Engineer will coordinate with the Vegetation Specialist/Roadside Manager on reseeding mixes to be used after replacement of bridges, culverts, and any other roadside projects that require reseeding.

**VIII. Methods**

**A. Vegetation Establishment**

Procedures for vegetation establishment will follow the IRVM Technical manual guidelines (found here: <http://www.uni.edu/~irvm/techmanual/IRVM-Technical-Manual.pdf>).

Dependent upon site conditions, techniques deviating from standard practice may be required. These deviations from standard practice will be kept on file and reported to the Living Roadway Trust Fund in future IRVM plan submissions.

**B. Ongoing Maintenance**

Procedures for ongoing maintenance will follow the IRVM Technical manual guidelines (found here: <http://www.uni.edu/~irvm/techmanual/IRVM-Technical-Manual.pdf>).



Dependent upon site conditions, techniques deviating from standard practice may be required. These deviations from standard practice will be kept on file and reported to the Living Roadway Trust Fund in future IRVM plan submissions.

**IX. Material Procurement**

**A. Sourcing**

Seed, herbicides, erosion control products, and other materials that are needed to complete jobs, will be purchased locally if possible. Price and availability will factor into the determination of the source of materials. Additionally, seed will be requested from the Tallgrass Prairie Center when available through the TAP program.

**B. Material Handling and Storage**

DCCB recently completed the construction of a new shop and storage facility with dedicated seed storage and herbicide storage rooms. The seed room is temperature and humidity controlled to ensure the longevity of the seed. The herbicide storage room is ventilated and has direct exterior access.

**X. Appendix**

**A. Permits**



Dickinson County Conservation Board

Roadside Vegetation Management

2391 200<sup>th</sup> Ave. Milford, IA 51351

Aric Ping

712-338-4786

aping@co.dickinson.ia.us

**No Spray - Management Agreement Application**

Applicant Information

**Name:** \_\_\_\_\_ **Owner Name (if different):**  
\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

(Street Address) (City) (State)  
(Zip)

**Phone Number:** ( ) \_\_\_\_\_ **Email:** \_\_\_\_\_

Location - Please Include Map of Area

**Address/Road Name:** \_\_\_\_\_

**Location Description:** \_\_\_\_\_  
(Example: "Centered on house" or "From 200' N of driveway to 100' S of driveway")

**Side of road** (North, South, East, or West): \_\_\_\_\_ **Length of location:** \_\_\_\_\_ FT.

**Applicant Responsibilities:**

1. Maintenance and installation of official 'No Spray' signage.
  - a. Applicants must contact Iowa One-Call 811 or 1-800-292-8989 for utility location verification prior to any sign installation or digging
  - b. Signs are to be mounted and visually unobstructed at least four feet above the ground line and placed within three feet of the right-of-way boundary adjacent to private property at each end of the maintenance agreement location
2. Control undesirable vegetation in accordance with Chapter 317 of the Iowa Code. This includes all noxious weed, brush, and tree encroachment within the right-of-way
3. The work described in this Application shall be completed as proposed in compliance with the requirements and special provisions within the time frame stated for said request. Failure on the part of the Applicant to abide by the requirements or in altering the work described as stipulated and within the time frame stated shall render this Application and request null and void. The Applicant shall indemnify and agrees to save harmless Dickinson County from any and all causes of action, suits at law or in equity, or losses, damages, claims, or demands, and from any and all liability and expenses or what so ever nature for, on account of or due to the acts or omissions of said applicant's officers, members, agents, representatives, contractors, employees or assigns arising out of or in connection with its (or their) use or occupancy of the public highway under the conditions and requirements of this application.

If Applicant does not control noxious weeds, trees and brush within designated No Spray Location the County may cut, spray, or otherwise control the noxious weeds, trees and brush according to County practice and this application shall be terminated. This agreement does not prohibit herbicide applications by utility companies or other entities. This agreement will be effective for 5 years from date of approval, at which time it will need to be renewed.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

<p>FOR COUNTY USE ONLY</p>  <p>Special Provisions:</p> <p>_____</p>
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_____
_____
Signs: _____ @ \$25.00 per sign    Additional Fees:    \$ _____
_____

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



Dickinson County Conservation Board  
Roadside Vegetation Management  
2391 200<sup>th</sup> Ave. Milford, IA 51351  
Aric Ping  
712-338-4786  
aping@co.dickinson.ia.us

**Application for Hay or Seed Harvest within County Right-of-Way**

<u>Applicant Information</u>	
Name: _____	Owner Name (if different): _____
Mailing Address: _____	
(Street Address) (Zip)	(City) (State)
Phone Number: ( ) _____	Email: _____

<u>Location</u> - Please Include Map of Area
Address/Road Name: _____
Location Description: _____ <small>(Example: "Centered on house" or "From 200' N of driveway to 100' S of driveway")</small>
Side of road (North, South, East, or West): _____ Length of location: _____ FT.

**Applicant Responsibilities:**

1. The work described in this Application shall be completed as proposed in compliance with the requirements and special provisions within the time frame stated for said request. Failure on the part of the Applicant to abide by the requirements or in altering the work described as stipulated and within the time frame stated shall render this Application and request null and void. The Applicant shall indemnify and agrees to save harmless Dickinson County from any and all causes of action, suits at law or in equity, or losses, damages, claims, or demands, and from any and all liability and expenses or what so ever nature for, on account of or due to the acts or omissions of said applicant's officers, members, agents, representatives, contractors, employees or assigns arising out of or in connection with its (or their) use or occupancy of the public highway under the conditions and requirements of this application.
2. The work to be permitted within this agreement shall include and be limited to haying, the removal of hay bales, and seed harvest. Work shall be completed without causing unnecessary disturbance or physical change to the right-of-way.
3. Haying will be conducted after July 15, in compliance with Iowa Code 314.17
4. Seed collection from native plants will be limited to no more than half of the viable seed from each species of plant in the designated harvest area.

In signing and accepting this Application for Hay Harvest within Right-of-Way I agree to perform the work in accordance with the above stated requirements and any special provisions. The applicant shall be notified of non-conforming work and be required to make the necessary changes or be responsible for any costs required to correct any deficiencies.

This application may be denied when haying is in non-compliance with county IRVM program activities.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR COUNTY USE ONLY	
Special Provisions:	
_____ _____	
Approved by: _____	Application Expiration Date: _____

**B. Job Description**

FLSA: Non-Exempt  
 Reports to: Executive Director  
 Approved: May 8, 2019

**DICKINSON COUNTY CONSERVATION  
 IRVM MANAGER (WEST)**

**Job Summary:**

The general implementation of activities associated with all aspects of vegetation management within county secondary road right-of-ways (ROWS). Work activities focus on the continued maintenance and development of safe travel corridors for vehicles, biological management of desired vegetation types along those ROWS. A survey utilizing photography and GPS mapping is ideal. The IRVM West will carry out the survey. Future surveys will be completed at regular intervals to assess priorities and strategies.

**Primary Duties:**

1. It is the primary responsibility of the Dickinson County IRVM program to perform the following duties on the West side of the county to Highway 71 an annual basis.
  - a. Perform control of noxious weeds on the designated area of the county. Decisions as beginning and ending of spraying/removal, prescribed fire determination and implementation, and preservation of native plant communities within the county rights of ways will be performed on an annual work basis.
  - b. The Roadside full time employees will conduct all spraying activities. This will include both herbicide applications of noxious weeds, invasive plants, and foliar brush spraying. The seasonal staff will be responsible for applying Tordon RTU to cut stumps. The use of Tordon will still be over seen by the IRVM.
  - c. It will be the responsibility of the Roadside Manager to maintain all records for the IRVM program. This will include daily spray records for both brush and noxious weeds. Records of chemical purchased for the fiscal year. It will also give a yearly report to the County Conservation Director and Supervisors of chemical usage and how much progress was made in the county on vegetation management.

2. The second responsibility to develop a map and prioritize planting on the west half of the county to spray and plant 3% of the ROWS, including cleanouts. This will include the management of these ROWS in the following years including mowing and prescribed fire.
  - a. This includes site preparation needed to ensure proper planting conditions, which include walking the site for hazards.
  - b. Oats, annual rye and winter wheat may be used as cover crops if necessary to hold the soil in place.
  - c. Will use several methods of seeding, hydro-seeding, drilling, broadcast seeding, and hand seeding
3. The third responsibility is removing of brush in the ROWS, these duties would be when the wind is too high for spraying and unable to do management practices on other ROWS.
  - a. All tree/brush cutting will be performed and overseen by the IRVM. If a tree, or trees, is too large to safely remove them, and then it will be the engineer's responsibility to remove them with larger equipment.
4. Weed Commission duties for the County
  - a. Weed Commissioner shall supervise the control and destruction of all noxious weeds in the county, including those growing within the limits of cities, within the confines of abandoned cemeteries, and along streets and highways.
  - b. Weed commissioner shall attend a seminar or school conducted or approved by the department of agriculture and land stewardship relating to the identification, control and elimination of noxious weeds.
  - c. Weed commissioner shall for the territory under the commissioner's jurisdiction on or before the first day of November each year make a written report to the board of supervisors.
  - d. Every year the weed Commissioner, request the Board of Supervisors pass a "Resolution" regarding the destruction of noxious weeds in Dickinson County.
5. Working the tube hill or any other duties assigned by the Director
6. Assist the Natural Resource Manager when requested

**Secondary Duties:**

7. Make minor repairs on equipment and facilities not requiring a trained professional repairperson.
8. Maintain efficient and effective maintenance records for all ROW department managed equipment and facilities.
9. Compile monthly and annual work activity reports for tasks completed.
10. Inform supervisor of situations needing attention in regards to: ROW/ managed area safety, equipment problems/safety and other potential risk situations.
11. Development and presentation of educational materials related to ROWs.
12. Production, harvest and processing of warm season native prairie plant seeds for use in ROWS.
13. Assist with continued inventory and data collection for prairie remnants, noxious weed areas and woody vegetation encroachment sites.
14. Trains part time and seasonal staff on plant Identification and management practices as needed.
15. Performs grant writing for equipment and management projects for ROWS.

The primary and secondary duties and responsibilities are not to be construed as a complete statement of all duties performed. Employee will be required to perform other job related duties as required.

**Knowledge, Skills and Abilities Required:**

1. Knowledge of basic maintenance as related to servicing motor vehicles and other equipment.
2. Ability to operate trucks, tractors and other heavy equipment.
3. Ability to work outdoors in inclement weather.
4. Ability to work by themselves with little to no supervision.
5. Knowledge of computers and associated programs.
6. Knowledge of properties of chemicals.

**Special Qualifications:**

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, 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 demonstrate or become proficient with Windows, Microsoft Word, Excel, Publisher and Internet applications.

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.

**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 Driver's License (Within 90 days of hire date).

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

National Wildlife Fire Coordinating Group (NWCG) S-130 & S-190 certification (Within first year).

**Physical Abilities:**

1. Lift, carry, push and/or pull items weighing up to 100 pounds.
2. Hear and speak to exchange information in person and on the telephone.
3. See to read a variety of materials.
4. Possess dexterity of hands and fingers to manipulate tools and materials as needed to accomplish assigned tasks.
5. Sitting and/or standing for extended periods.
6. Climb a stepstool/ladder to reach above shoulder for placement of materials weighing up to 100 pounds.

Page 1 of 4

FLSA: Non-Exempt

Reports to: IRVM Manager (west)

Salary \$38,000- \$42,000 with standard county benefits

**Job Summary:**

The general implementation of activities associated with all aspects of vegetation management within county secondary road right-of-ways (ROWS). Work activities focus on the continued maintenance and development of safe travel corridors for vehicles, biological management of desired vegetation types along those ROWS.

A survey utilizing photography and GPS mapping is ideal. The IRVM West will carry out the survey.

Future surveys will be completed at regular intervals to assess priorities and strategies.

**Primary Duties:**

1. It is the primary responsibility of the Dickinson County IRVM program to perform the following duties on the East side of the county to Highway 71 an annual basis.
  - a. Perform control of noxious weeds on the designated area of the county. Decisions as beginning and ending of spraying/removal, prescribed fire determination and implementation, and preservation of native plant communities within the county rights of ways will be performed on an annual work basis.
  - b. The Roadside full time employees will conduct all spraying activities. This will include both herbicide applications of noxious weeds, invasive plants, and foliar brush spraying. The seasonal staff will be responsible for applying Tordon RTU to cut stumps. The use of Tordon will still be over seen by the IRVM.
  - c. This will document daily spray records for both brush and noxious weeds. Records of chemical purchased for the fiscal year. It will also give a yearly report to the County Conservation Director and Supervisors of chemical usage and how much progress was made in the county on vegetation management.
  
2. The second responsibility to develop a map and prioritize planting on the west half of the county to spray and plant 3% of the ROWS, including cleanouts. This will include the management of these ROWS in the following years including mowing and prescribed fire.
  - a. This includes site preparation needed to ensure proper planting conditions, which include walking the site for hazards.
  - b. Oats, annual rye and winter wheat may be used as cover crops if necessary to hold the soil in place.
  - c. Wil use several methods of seeding, hydro-seeding, drilling, broadcast seeding, and hand seeding
  
3. The third responsibility is removing of brush in the ROWS, these duties would be when the wind is too high for spraying and unable to do management practices on other ROWS.
  - a. All tree/brush cutting will be performed and overseen by the IRVM. If a tree, or trees, is too large to safety remove them, and then it will be the engineer's responsibility to remove them with larger equipment.
  
4. Francis Sites/LID practices duties for the County
  - a. The Dickinson County Conservation Board is responsible for maintenance of plants such as weed management, prairie management, and live tree removal. Prairie management will consist of mowing, trimming, spraying, planting and burning of the areas along with prevention of woody vegetation from growing with in the easement areas.
  - b. Conservation Board representative will report any concerns on structural issues, blocking of drainage pipes out of the structure or sediment concerns. Conservation Board is not responsible financially to investigate the solutions or to fix the issues but may upon approval of the Conservation Board take on the responsibility to coordinate the efforts and request proper compensation for time, equipment and materials basis at a minimum.
  - c. Conservation Board representative will report to the Board of Supervisors any Easement issues from surrounding land owners, but it not responsible for enforcing the easement or easement boundaries from adjoining property owners. Easement encroachments include but are not limited to subscribe mowing management by those other than conservation board staff or their contractors, non approved drainage from adjoining land that may cause erosion or stabilization issues, building structures, hard landscaping materials, grade modification materials, filling, excavating, access limiting actions that prohibit management equipment or personnel from managing the prairie, wetland efficiently and safely. Any easement encroachment that is not enforced and resolved by the City of Spirit Lake and/or the

Dickinson County Supervisors within 12 months will allow the Dickinson County Conservation Board to terminate this agreement with a 30 day written notice.

d. Conservation Board representative will perform an annual overall inspection of the operation of the drawdown structures and the emergency overflow spillways for the 100-year storm event. Conservation Board representative will provide annually a written review of the inspection and the structure's condition to the Board of Supervisors.

e. The Conservation Department will provide an estimated annual budget for anticipated services at each annual budget preparation. **The** Board of Supervisors is responsible financially and will provide for adequate funding or compensation for the maintenance or repairs of all structures.

5. Working the tube hill or any other duties assigned by the Director

### **Secondary Duties:**

6. Make minor repairs on equipment and facilities not requiring a trained professional repairperson.

7. Maintain efficient and effective maintenance records for all ROW department managed equipment and facilities.

8. Compile monthly and annual work activity reports for tasks completed.

9. Inform supervisor of situations needing attention in regards to: ROW/ managed area safety, equipment problems/safety and other potential risk situations.

10. Production, harvest and processing of warm season native prairie plant seeds for use in ROWS.

11. Assist with continued inventory and data collection for prairie remnants, noxious weed areas and woody vegetation encroachment sites.

12. Trains part time and seasonal staff on plant Identification and management practices as needed.

The primary and secondary duties and responsibilities are not to be construed as a complete statement of all duties performed. Employee will be required to perform other job related duties as required.

### **Knowledge, Skills and Abilities Required:**

1. Knowledge of basic maintenance as related to servicing motor vehicles and other equipment.

2. Ability to operate trucks, tractors and other heavy equipment.

3. Ability to work outdoors in inclement weather.

4. Ability to work by themselves with little to no supervision.

5. Knowledge of computers and associated programs.

6. Knowledge of properties of chemicals.

### **Special Qualifications:**

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, 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 demonstrate or become proficient with Windows, Microsoft Word, Excel, Publisher and Internet applications.
- 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.

**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 Driver's License (Within 90 days of hire date).
- Valid Iowa Pesticide Applicator License (Within 90 days of hire date).
- National Wildlife Fire Coordinating Group (NWCG) S-130 & S-190 certification (Within first year).
- 

**Physical Abilities:**

1. Lift, carry, push and/or pull items weighing up to 100 pounds.
2. Hear and speak to exchange information in person and on the telephone.

3. See to read a variety of materials.
4. Possess dexterity of hands and fingers to manipulate tools and materials as needed to accomplish assigned tasks.
5. Sitting and/or standing for extended periods.
6. Climb a stepstool/ladder to reach above shoulder for placement of materials weighing up to 100 pounds.

### **Roadside Prairie Technician – Permanent, Part-time Milford, IA**

\$15 - \$17/hr., 30 hours/week

The Dickinson County Conservation Board is looking to hire a permanent, part-time Roadside Prairie Technician. This is an excellent opportunity for those looking to grow their career with a permanent position in the conservation field.

#### **Duties & Responsibilities**

Duties include, but aren't limited to:

- Assist with all aspects of ecological restoration and management of roadside prairies through prescribed fire, herbicide application, tree and shrub removal, and other tasks as assigned
- Assist with facility and equipment maintenance, cleaning, and repairs
- Assist with Winter Sports facility operations

#### **Basic Qualifications**

- Possess an interest in conserving local ecosystems
- Possess the ability to walk, stand, kneel, crouch, reach, stoop, and climb to accomplish tasks
- Possess the ability to operate UTVs, ATVs, mowers, farm equipment, highway and off-road vehicles
- Possess the ability to safely operate power tools, chain saws, and weed eaters
- Possess the ability to work without direct supervision
- Possess the ability to regularly lift 50 lbs.
- Possess the ability to communicate effectively with peers and the public
- Possess the ability to work in difficult weather conditions when necessary
- Possess a willingness to learn on the job
- Possess the basic ability to operate GPS units
- Must be 18 years of age and possess a valid driver's license

#### **Preferred Qualifications**

- Associate or Bachelor's degree in Natural Resources, Biology, Environmental Sciences, Wildlife and Fisheries, Ecology or a related field of study

- 1 year or more experience in natural resources management with a focus on invasive species control
- Working knowledge of local ecosystems, plants, and animals
- NWCG Wildland Fire S-130 and S-190 certification
- Iowa Dept. of Agriculture and Land Stewardship Commercial Pesticide Applicator Certification in categories 1A and 6
- American Red Cross Adult and Pediatric CPR/AED certification

This is a permanent part-time position under the supervision of the Roadside Manager. Work hours are flexible with some weekend and holiday work rotation. Failure to perform duties may result in termination.

### **C. Map**

HIGHWAY AND TRANSPORTATION MAP

# DICKINSON COUNTY IOWA



Prepared By  
**IOWADOT**  
OFFICE OF SYSTEMS PLANNING  
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WWW.IOWADOT.GOV/MAPS

In Cooperation With  
**United States  
Department of Transportation**

JANUARY 1, 2014



### 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

