

**SAYLORVILLE LAKE NEAL SMITH (BIKE) TRAIL  
VOLUNTEER CUSTODIAL DUTIES  
JOB DESCRIPTION & WORK STATEMENT**

**1. WORK AREA.**

Duties shall be performed as specified on all portions of the bike trail extending from South Sycamore Access to the southwest end of Big Creek Dam as described herein. Total miles of trail serviced is approximately 14.0. Several short sections of trail are on shared roadway within developed recreation areas and do not require servicing.

**1.1 Area #1. South Sycamore Access - Cottonwood Recreation**

**Area.** South Parking Lot (North lot and ramp managed by IDNR and not part of work area) and the connecting trail spur, bike trail from South Parking Lot north to the intersection with road on north end of Cottonwood Recreation Area and the connecting spur to the south end of Cottonwood.

**1.2 Area #2. Cottonwood to Turnaround near Horseshoe Rd.**

Bike Trail from the intersection at the north end of Cottonwood Recreation Area to the intersection with the turnaround adjacent to Horseshoe Road and includes a connecting trail spur to Bob Shetler.

**1.3 Area #3. Visitor Center to NW 90th Place.** Bike Trail from the intersection near the Visitor Center to the NW 90th Place Parking Lot.

**1.4 Area #4. NW 90th Place to Cherry Glen Campground @ NW 94th Ave.** Bike Trail from parking lot at NW 90th Place to intersection with NW 94th Ave.

**1.5 Area #5. Cherry Glen Picnic to Intersection with NW 98th Ave. near Oak Grove Recreation Area.** Bike Trail from north end of Cherry Glen Picnic Area to intersection with NW 98th Ave.

**1.6 Area #6. NW 98th Ave. to Prairie Flower Campground.** Bike trail from the intersection with NW 98th Ave. to the intersection at the south end of Prairie Flower Campground.

**1.7 Area#7.Prairie Flower Campground to Sandpiper Rec Area.** Bike trail from intersection with north end of Prairie Flower Campground to the northeast corner of the Saylorville Marina parking lot and from the entrance of the bike trail on the west side of the marina parking area to the intersection of the trail with the entrance road to the Sandpiper Recreation Area. This includes a trail spur to the group shelter at Sandpiper and a trail spur to the Oak Grove beach parking lot off of "Coneflower" Loop in Prairie Flower.

**1.8 Area #8. Sandpiper Recreation Area to Underpass at NW Bridge Road** Bike Trail from the entrance road to

Sandpiper Recreation Area to the underpass at NW Brige Road, including small parking lot and trail spur adjacent to bike trail and NW Bridge Road.

1.9 **Area #9. Underpass at NW Bridge Road to NW Jester Park Drive** Bike Trail from underpass at NW Bridge Road to NW Jester Park Drive.

1.10 **Area #10. NW Jester Park Drive to Big Creek Dam.** Parking lot and perimeter at NW Jester Park Drive and Bike Trail from NW Jester Park Drive to west end of Big Creek Dam.

2. **WORK PERIOD.**

2.1 **Work Schedule.** All specified custodial services shall be performed Monday, Wednesday and Friday between the hours of 7:00 am and 12:00 pm, unless an alteration of schedule is approved.

2.2 **Unscheduled Custodial Services and/or trail maintenance.** There may be occasions when the Government will require the volunteer to perform custodial services and/or trail maintenance after normal working hours or on unscheduled days.

3. **SAFETY.**

All work shall be performed in accordance with applicable safety requirements set forth in Corps of Engineers Manual EM 385-1-1, "Safety and Health Requirements Manual", dated 3 September 1996, as well as safety requirements set forth below.

3.1 **VEHICLE AND EQUIPMENT OPERATION.** The Neal Smith Trail normally receives heavy visitation by the public throughout the year. A Kawasaki Mule will be provided by the Corps for servicing the bike trail. The Mule shall operate with flashing lights visible from front and rear and a roof mounted flashing yellow strobe light. The strobe light shall be visible from all directions and shall adequately warn trail users of the vehicle's presence. At a minimum the volunteer shall limit vehicle speed to not more than 25 m.p.h. on open level sections of the trail and not over 15 m.p.h. on curves or hills. Slow speed on approaching curves and other areas with limited sight distance is required. All signs shall be obeyed and all vehicles shall be operated safely and courteously to meet current conditions on the trail. Substantiated reports of careless, reckless or discourteous operation of the vehicle on the bike trail by the volunteer shall be grounds for termination. Because motorized vehicles are normally prohibited on the trail they shall always yield the right-of-way to

pedestrians, in-line skaters, bicyclists and other trail users.

4. **CUSTODIAL DUTIES OF BIKE TRAIL VOLUNTEER.**

- 4.1 **Litter and Trash Removal.** The volunteer shall collect all litter daily from the Bike Trail, roadways, parking lots, bridges and within the defined mowing areas and shall properly dispose of the litter in trash dumpster units within Corps of Engineers operated areas. If removing litter and trash from asphalt or concrete leaves a slick or odorous surface, the volunteer shall wash/scrub the surface until it is clean.
- 4.2 **Debris Removal.** The volunteer shall physically remove tree limbs, rocks and other debris deposited on the Bike Trail, roadways, parking lots, bridges and within the defined mowing areas. Natural materials such as limbs and rocks shall be disposed of outside of the mowing areas and away from developed facilities. Other materials shall be placed in the dumpster units for disposal or as otherwise directed by Corps personnel. Sand, gravel, dirt, leaves, acorns, or other material which could pose a hazard to trail users shall be swept or blown off the trail. Items whose disposal in landfills is restricted (such as tires and batteries) shall be picked up during each service by the volunteer and disposed of in a special bulk container provided for such items. The container will be located at the Maintenance Compound or other suitable location.
- 4.3 **Landscape Maintenance.** The volunteer is required to do minor pruning of trees and shrubs to maintain clear site distance on the trail and to shape, water, fertilize shrubs and other plants, apply (over the counter) Roundup herbicide to control sprouting willows and other vegetation problems and do minor erosion repair as directed by Corps personnel.
- 4.4 **Trail Maintenance.** The volunteer shall do minor filling and patching of the asphalt trail surface where holes, cracks, depressions, and other surface irregularities present a hazard to trail users.
- 4.5 **Sign Maintenance.** Signs and reflectors shall be cleaned of bird droppings, dirt and other materials as necessary to keep them fully visible and in accordance with all regulations. Damaged signs and supporting post, hardware, and reflectors shall be reported promptly on a Work Order form.
- 4.6 **Trail Barriers.** The Volunteer shall maintain all trail barriers so they function properly and are secured during normal operation. Problems affecting proper operation of the trail barriers shall be promptly reported on a Work Order form.

4.7 **Painting.** The Volunteer shall perform minor painting of gates, trail barriers, trail mileage markers, etc. as directed by the government.

5. **DAMAGE TO GOVERNMENT PROPERTY.**

5.1 **General.** The volunteer shall be responsible for any Government equipment, facilities or structures, vegetation or other property damaged as a result of his/her operations. The volunteer shall advise the Corps of any damage due to vandals or as a result of his/her operations the same day it is discovered. Corps personnel will determine the nature and extent of any damages by the volunteer and will decide the time frame, method of repair or replacement or monetary restitution.

6. **LOST AND FOUND ARTICLES.**

6.1 **Property.** All property left by visitors and found by the volunteer or found and turned in to the volunteer shall be brought to the Saylorville Lake Administration Building. The property shall normally be turned in to the government on the same day it comes into the volunteer's possession. The volunteer shall pass on to Corps personnel any information he/she has pertaining to recovered items and articles lost by visitors.

7. **COMMUNICATIONS.**

7.1 **Cellular Phone.** The volunteer shall provide and carry with them a cellular phone when performing any duties on the bike trail (custodial, miscellaneous, etc.).

7.2 **Reporting Requirements.** The volunteer shall promptly report all serious incidents to Corps of Engineers Park Rangers through personal contact or via their cellular phone. In the event that the volunteer is unable to contact a ranger in an emergency situation he/she shall contact Polk County Sheriff's department. All communications with the Sheriff's Department shall be recorded on the daily work log and reported to the Corps Rangers as soon as practical. The volunteer shall not attempt to apprehend any violators. The volunteer shall provide a telephone number where he may be reached Monday through Friday outside of the times when he is performing scheduled service. A phone recorder or cellular phone may be used, but the volunteer must return calls from the government within three hours of the time he is first called.

8. **VOLUNTEER REQUIREMENTS AND RESPONSIBILITIES.**

8.1 **Residence.** Volunteer must provide a camping unit which is in good condition and which reflects favorably on both the individual and the Corps of Engineers. The furnished campsite

must be maintained in a clean and sanitary manner. The Corps assumes no liability for the volunteer's personal items.

**8.2 Clothing.** Volunteer personnel shall wear proper attire while performing duties. "Proper attire" includes shirt, volunteer hat, shoes (no open toe footwear), gloves (recommended when picking up litter), and shorts or long trousers.

**8.3 Conduct and Cooperation.** The volunteer shall maintain a courteous, polite, and respectful manner with all members of the public, Corps personnel, and contractors. At no time should the volunteer discredit the Government of the Rock Island District with their actions or demeanor. The volunteer shall conduct themselves in a professional manner which reflects favorably on both the individual and the Corps of Engineers. The volunteer shall cooperate with the Corps of Engineers employees, contractors, and other volunteers. Cooperation shall include, but not be limited to: promptly and accurately reporting all incidents of vandalism, harassment, speeding, and similar disturbances and assisting with investigating and reporting maintenance and safety problems occurring in the work area.

**8.4 Keys.** Keys shall not be duplicated and all keys shall be returned at the end of the work season. Failure to return all keys will be considered a damage to the government's security and the volunteer will be charged for the replacement of the lost level of security.

**8.5 Rules and Regulations.** All volunteer personnel shall abide by Title 36 and all other applicable laws, regulations and policies while on government property.

**9. CORPS OF ENGINEERS RESPONSIBILITIES.**

The Corps of Engineers will provide a campsite with electrical service during the duration of active volunteer service. The Corps will provide a Kawasaki Mule that will be kept at the Corps' Administration and Maintenance Area for servicing the bike trail. The Corps will also provide all required forms and logs, volunteer hat and a Master 0536 key for locked entrance gates.

**10. ORIENTATION.**

The volunteer shall meet with Corps personnel to discuss the work site and services required. The Volunteer shall also be prepared to submit at this meeting the following items:

- (a) Valid Driver's License and Insurance Card.

APPENDIX A  
**MAP OF NEAL SMITH TRAIL**

