VENANGO CONSERVATION DISTRICT

Job Description: Dirt Gravel Low Volume Road and Resource Technician

DESCRIPTION

The Dirt Gravel Low Volume Road (DGLVR) and Resource Technician position is largely responsible for the successful implementation and administration of the Venango DGLVR Program by protecting the soil and water resources of Venango County. The position requires that the person possess or is willing to acquire knowledge of the Pennsylvania DGLVR Program. The DGLVR and Resource Technician efficiently administrates the Venango DGLVR Program in Venango County with the technical knowledge necessary to evaluate DGLVR sites for potential pollution and performs all elements of contract management for the Program. In addition, this position will be responsible for reporting through the PA DGLVR Program reporting system established by the State Conservation Commission.

This technical position also involves some operational level work administering PA Department of Environmental Protection delegated programs in the field of Erosion and Sediment (E&S) Pollution Control (PA Title 25, Chapter 102). Responsibilities will include, but are not limited to, E&S Plan review, E&S Plan site inspections and the handling of complaints.

SUPERVISION

The DGLVR and Resource Technician receives occasional instruction and supervision from the District Manager in regard to daily work duties and program responsibilities. This position also reports directly to the Venango Conservation District Board of Directors.

TRAINING PROVIDED

All appropriate training applicable to the DGLVR Program will be provided by the District Manager, peers, the Center for Dirt & Gravel Roads Studies and the State Conservation Commission. Training applicable to the Chapter 102 Erosion & Sediment Control Program will be provided by the District Manager, peers and the Pennsylvania Department of Environmental Protection.

DUTIES AND RESPONSIBILITIES

- Review, identify deficiencies, approve and make recommendations regarding Erosion and Sediment Control plans for earthmoving and earth disturbance activity sites within Venango County
- Conduct field inspections of earthmoving/earth disturbance sites to verify that design, installation, operation and maintenance components of Erosion and Sediment Control plans are in compliance with state statutes and regulations

- Investigate field complaints from earthmoving/earth disturbance sites and make attempts to attain voluntary compliance by suggesting possible solutions or corrective measures
- Complete inspection reports and report non-compliance to the Department authorities for enforcement actions
- Provide technical assistance to individuals, municipalities, consultants, developers, engineers etc. regarding Chapter 102 Program and DGLVR Program rules, regulations and policies
- Efficiently administer the Venango DGLVR Program following guidance provided in the PA Program Administrative Manual and trainings
- Catalog and index databases and map/theme layers in an organized filing system
- Design base maps and project maps
- Promote natural resource conservation through the use of GIS software
- Utilization of project design plans and map related fieldwork
- Interaction with other agencies, municipalities or groups with job related needs
- Periodic meeting attendance beyond normal work hours
- Maintaining a daily log of all work activities including milage and project documents
- Reporting as required by Venango Conservation District, the DGLVR and Chapter 102 Programs
- Become familiarized with laws, regulations and permitting required for projects
- Arrange for educational and demonstration events and activities to promote Best Management Practices.

OTHER DUTIES AND RESPONSIBILITIES

- Manage records on district computer system as well as paper files
- Utilize water/soil testing equipment, surveying equipment, maps, blueprints and other environmental tools as needed to perform job functions
- Attend meetings and trainings as required
- Participate in other district programs and duties as assigned by the District Manager or the Venango Conservation District Board of Directors

REQUIRED KNOWLEDGE, SILLS AND ABILITIES

- Bachelor's degree in natural resources management or a closely related field – OR
- Associate degree plus an equivalent combination of experience and training
- Knowledge of GPS applications and GIS software
- Ability to read topographic maps and to compute watershed delineations

- Speak and understand the English language in an understandable manner in order to carry out essential job duties
- Possess effective communication skills (written and oral)
- Possess initiative and problem-solving skills in relation to environmental projects
- Possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others
- Posses the technical knowledge of operating personal computers
- Possess a valid PA driver's license and a willingness to travel to perform field work and other duties
- Possess the ability to make independent decisions, per Programs' guidance, when circumstances warrant such action
- Posses the knowledge of current federal, state and local laws affecting applicable conservation agricultural and environmental issues
- Possess general knowledge of modern office practices and procedures as well as the ability to utilize soil/water testing equipment, maps, blueprints and surveying equipment with safety and accuracy
- Possess the ability to pay close attention to detail and to concentrate on work
- Ability to travel to meetings and trainings as required

<u>WORKING CONDITIONS</u>

- Works indoors in adequate work space, lighting, temperatures and ventilation
- Works with average indoor exposure to noise, stress and disruptions
- Works with normal exposure to indoor dust/dirt
- Subject to working outdoors at construction sites and may be subject to heavy and /or dangerous equipment, poor water conditions, odors and natural elements
- Works in an environment where may need to sit, stand, walk and drive intermittently throughout the workday, with occasional kneeling, twisting, stooping, bending, climbing necessary to carry out work duties
- Dexterity requirements range from simple coordinated movements of fingers, hands, feet, legs, toros necessary to carry out duties of the job