

VENANGO CONSERVATION DISTRICT

Job Description: Dirt Gravel Low Volume Road Resource Technician

DESCRIPTION

The Dirt Gravel and Low Volume Road (DGLVR) Resource Technician position is responsible for the successful implementation and administration of the 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 PA DGLVR Program requirements. The DGLVR Resource Technician efficiently administrates the DGLVR Program in Venango County with the technical knowledge necessary to evaluate DGLVR sites for potential pollution and perform all elements of contract management for the Program. In addition, this position will be primarily responsible for reporting and obtaining reimbursements through the DGLVR reporting system established by the State Conservation Commission.

SUPERVISION

The DGLVR Resource Technician receives occasional instruction and supervision from the District Manager in regard to daily work duties and program responsibilities. The Technician 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 VCD District Manager, peers, the Center for Dirt and Gravel Roads Studies and the State Conservation Commission.

DUTIES AND RESPONSIBILITIES

- Catalog and index databases and map/theme layers in an organized filing system.
- Design base maps.
- Design project maps.
- Promote natural resource conservation through the use of GIS software.
- 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 mileage and project documents.
- Reporting as required by the Program.
- Become familiarized with laws, regulations and permitting required for projects.
- Arrange for educational and demonstration events and activities to promote Best Management Practices of the DGLVR Program.

OTHER DUTIES AND RESPONSIBILITIES

- Manage program records on district program 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, SKILLS 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.
- Possess the technical knowledge of operating personal computers.
- Possess a valid PA drivers license and a willingness to travel to perform field inspections and other duties.
- Possess the ability to make independent decisions when circumstances warrant such action.
- Possess 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.

WORKING CONDITIONS

- 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, torso necessary to carry out duties of the job.