

# Columbia County Conservation District

## Dirt, Gravel, & Low Volume Road Technician

### *Position Description*

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#### **GENERAL DESCRIPTION**

The Dirt, Gravel, and Low Volume Road (DGLVR) position is responsible for the successful implementation and full administration of the DGLVR Program. The position requires knowledge of and the ability to use various software packages that provide for the efficient administration of the DGLVR program. In-house technical knowledge necessary to evaluate DGLVR sites for potential pollution of waterways and perform all elements of contract management for the program is required.

This position will also include duties as assigned by the Conservation District Board and District Manager such as technical assistance on watershed programs and projects that improve the quality of the commonwealth's surface and groundwater resources and support of watershed organizations and environmental education and outreach. The focus of this work relates to the creation and implementation of best management practices to restore and protect groundwater and surface water resources for both public and private sectors.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Bachelor's Degree in Environmental Science, Natural Resource Management, Biology, Hydrology, or a related field OR an equivalent combination of experience and training;
- Ability to work independently with minimal supervision;
- Ability to demonstrate job related project management skills;
- Ability to use computer programs such as Microsoft office, Publisher and GIS;
- Ability to communicate effectively both verbally and in writing to a wide range of individuals and groups is essential;
- Ability to create and present presentations and public speaking;
- Ability to type own reports, written correspondence and grant submittals;
- Ability to create maps, project design drawings and as-built drawings;
- Ability to use topographic maps and perform watershed delineations;
- Must be physically capable of doing manual fieldwork and traversing difficult terrain for the purposes of project design, data verification, and construction inspection;
- Must have and maintain a valid PA Driver's License;
- Will be required to provide own transportation when District vehicle is not available for fieldwork and meetings - mileage and miscellaneous expenses will be reimbursed as approved by the District;
- Some irregular work hours involving evening and weekend work is required;
- Operate a variety of specialized/general equipment associated with work activities, which may include a survey rod, appropriate tools to measure roads, large format plotter, scanner, multimedia projector, drone, and engineering scale.

## **SPECIFIC RESPONSIBILITIES**

- Fully administer all administrative aspects of the DGLVR program and watershed improvement projects or grants.
- Work with Township Supervisors to determine eligibility of township roads.
- Work with Watershed Association (WA) and Source Water Protection (SWP) groups to execute programs and initiatives.
- Work with cooperating agencies to develop detailed plans and programs.
- Oversee all construction projects including the application of Driving Surface Aggregate for DGLVR and stream bank restoration projects for Watershed objectives.
- Responsible for job cost tracking, budget estimation, payments and final cost approvals.
- Must possess knowledge through engineering skills, practices and methods needed to carry out quality conservation programs.
- Assist Quality Assurance Board (QAB), WA, and SWP groups in prioritizing projects.
- Must be onsite as necessary during project construction.
- Must be comfortable interacting with other agencies or groups with job related needs.
- Maintain a daily diary of all work activities including mileage and project documentation.
- Familiarization of the Erosion and Sediment Pollution Control Program to possess a working knowledge of state regulations and permitting requirements.
- Familiarization of current land use practices, innovative planning techniques and nonstructural best management practices (BMPs).
- Promote program projects, objectives and resources to the community through traditional and social media, outreach activities, workshops and trainings.
- Develop educational programs for contractors, supervisors and the public.
- Provide technical support to municipalities for DGLVR project designs.
- Provide technical and administrative support as needed to volunteer groups for conservation projects and initiatives. Facilitate the transfer of technical information among local, state, federal resource agencies, watershed groups and land managers.
- Develop programs to achieve restoration and protection goals based on stream quality, land use, and input from cooperating agencies, organizations, individuals and governing agencies.
- Prepare and submit grant proposals to provide funding for non-point source watershed activities (technical support positions, 319 projects, mini-grants, cost share funding, etc.) and other grant applications for funding watershed planning and best management practices installed to protect water resources.
- Attend and participate in staff meetings, the monthly Conservation District Board meetings, QAB meetings, watershed association meetings and any other necessary meetings which may occur during and after normal business hours.
- Attend all program training including those that may include overnight stays.
- Prepare program quarterly and annual reports as required by program guidelines.
- Perform other duties as assigned by the CD Board and District Manager.

**SUPERVISION AND GUIDANCE**

- The DGLVR Technician will be under the supervision and guidance of the District Manager.

**WORKING CONDITIONS**

- Works outdoors in all weather conditions to accomplish the specific responsibilities.
- Travel to training sessions, educational workshops, and other meetings as required.

The Columbia County Conservation District is an equal opportunity employer. All employment decisions are made without regard to race, color, religion, sex, national origin, age, marital status, veteran status, or the presence of a non-job-related medical condition or handicap.

I have read the above and understand the requirements of the job and concur with same.

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*DGLVR Technician Specialist*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Nancy Corbin, District Manager*

\_\_\_\_\_  
*Date*

In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the District.

*(Revised 2019)*