



Vacancy Announcement: Dirt and Gravel Road Technician

The Huntingdon County Conservation District is looking for candidates to fill a full time position as the Dirt and Gravel Road Technician. The position requires both office and field work. Candidates for the position should review the full job description prior to applying.

The technician is responsible for administering the Dirt, Gravel, and Low Volume Road Environmentally Sensitive Maintenance Program, with some responsibilities in the Erosion and Sedimentation Control Program and the NPDES Program on an as-needed basis. The position requires reviewing project applications, conducting program outreach, and performing construction inspections.

Salary: \$28,000 - \$32,000, commensurate with education and experience.

How to Apply: Interested candidates must submit both a resume and the attached application to the HCCD office. All application materials must be received by August 17, 2017.

Huntingdon County Conservation District
10605 Raystown Road – Suite A
Huntingdon, PA 16652

hccd11@centurylink.net



JOB DESCRIPTION
Dirt and Gravel Road Technician

RESPONSIBILITIES: To perform this job successfully, an individual must be able to satisfactorily perform duties within the following programs that include but are not limited to:

- A. Dirt, Gravel, and Low Volume Road Program (primary responsibility)
 - 1) Administer both administrative and field duties of the Dirt, Gravel and Low Volume Road Program
 - 2) Acquire program certification with Penn State's Environmentally Sensitive Maintenance Training
 - 3) Conduct educational outreach visits to townships
 - 4) Provide technical assistance to townships and help design road projects promoting Environmentally Sensitive Maintenance
 - 5) Oversee project construction and conduct site visits
 - 6) Maintain organized project files and budget tracking records

- B. Chapter 102 Erosion and Sediment Control Program (secondary, or on an as-needed basis)
 - 1) Knowledge of Erosion and Sedimentation Control Plans and NPDES (National Pollutant Discharge Elimination System) permits
 - 2) Provide technical assistance to plan writers regarding E & S and NPDES plans
 - 3) Provide technical assistance to county residents with water obstruction and encroachment permits
 - 4) Assist with complaint response and investigations
 - 5) Conduct project site inspections to obtain voluntary compliance
 - 6) Participate in outreach activities

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor Degree in Natural Sciences, Environmental Resources Management, Environmental Science, or a closely related environmental field
- Knowledge of soils, hydrology, land use, geography, ecology, and natural resources
- Knowledge of or ability to learn road construction and maintenance Best Management Practices
- Knowledge of or ability to learn state regulations as they relate to Chapter 102 Erosion and Sediment Control and Chapter 105 Water Obstruction and Encroachment Permits
- Experience in Microsoft Programs and GIS/ArcView
- Ability to read and understand construction plans and maps preferred
- Must be able to perform routine duties without direct supervision both in an office and field setting
- Must be able to effectively communicate verbally and in writing
- Other duties performed as assigned. The Huntingdon County Conservation District reserves the right to add or change the duties of this job description at any time.

PHYSICAL DEMANDS: This position requires walking and traversing all types of terrain in all weather conditions

ACCOUNTABILITY: The E&S Technician reports directly to the District Manager and ultimately to the HCCD Board of Directors

ADDITIONAL REQUIREMENTS: Possess a valid motor vehicle operator's. Personal vehicle use is required and will be reimbursed at the applicable state rate.

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Employment Application

Conserving Natural Resources for Our Future

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Position Applied for: _____ Date Available: _____

Are you a US citizen? YES NO If "no", are you authorized to work in the US? YES NO

Do you have a valid driver's license? YES NO

Have you ever been convicted of a crime? "Crime" means all felonies and misdemeanors, including serious driving offenses, e.g. DWI/DUI and reckless driving, but does not include minor traffic offenses or other summary offenses. YES NO

If "yes", explain. Prior conviction will not automatically bar an applicant from employment.

Education

	SCHOOL NAME	ADDRESS	NUMBER OF YEARS ATTENDED	MAJOR/ DEGREE	DIPLOMA Yes or No	
HIGH SCHOOL					YES <input type="checkbox"/>	NO <input type="checkbox"/>
COLLEGE					YES <input type="checkbox"/>	NO <input type="checkbox"/>
OTHER					YES <input type="checkbox"/>	NO <input type="checkbox"/>

References

Please list three professional and/or personal references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Previous Employment (Continued)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Dishonorable discharge or general discharge is not the absolute bar to employment and other factors will affect the final decision.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Additional Information(Optional)

Please note any other information related to or unrelated to the job description for this position that my help the Conservation District evaluate your suitability for this job. (construction background, soils background, educational course work, personal accomplishments, skills or hobbies, etc.)

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at HCCD will be based on merit, qualifications, and abilities. HCCD does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, sexual orientation, or marital or family status.

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