



Clearfield County Conservation District

6395 Clearfield Woodland Highway, Suite 2 - Clearfield, PA 16830

Job Description

Dirt Gravel and Low Volume Roads Technician

Pay commensurate on education and experience ~ \$44,000 - \$48,000

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:

1. Dirt Gravel and Low Volume Roads Program
 - a. Administer the Dirt Gravel Roads Program per the Penn State Center for Dirt Gravel and Low Volume Roads Studies Manual.
 - i. Manage 15-30 separate DGLVR projects per year across the county.
 - ii. Demonstrate a strong understanding of DGLVR program policy. Attend training courses as necessary.
 - iii. Closely review incoming grant applications for completeness and adherence to policy.
 - iv. Promote attendance to Environmentally Sensitive Maintenance Trainings for county municipalities.
 - b. Effectively communicate with Borough and Township Supervisors through education and technical assistance.
 - i. Help municipalities identify potential project sites.
 - ii. Assist municipalities in grant writing during application process. Provide cost and material estimations.
 - iii. Work with municipalities before, during, and post construction to provide quality assurance for each contracted project site.
 - c. Assist the Quality Assurance Board (QAB) in the selection of effective projects.
 - i. Keep the board updated with existing and incoming projects. Provide applications in a timely manner for review.
 - ii. Orchestrate and host meetings with QAB as needed.
 - d. Oversee all projects to completion for construction accuracy based on original plans and program policy.
 - e. Responsible for project cost tracking, budgeting, and the final cost approvals.
 - f. Interact with other agencies for job related needs.
 - g. Ability to use specialized surveying equipment.
 - i. Demonstrate ability to learn and use rotary laser and stadia rod.
 - ii. Take precise comprehensive notes from the field.
 - h. Promote and manage rental of our Ditch Blower to the Townships and Boroughs.
2. Education Technician
 - a. Help arrange field days, seminars, events, and demonstrations.
 - b. Work with District Staff to facilitate conservation education during and after normal working hours.

Required Knowledge, Skills, and Abilities:

- Education: An Associate Degree in an Environmental Science Study with experience in the environmental field, or a Bachelor of Science Degree in Geosciences, Environmental Science, or a related field. An equivalent combination of experience, training, and schooling, including but not limited to stream bank reconstruction, environmental science, or a closely related field.
- Ability to read and understand construction plans and maps preferred.
- Experience in Microsoft Programs and possess data entry skills. Some GIS and Excel experience preferred.
- Ability to perform routine duties without direct supervision both in an office and field setting.
- Excellent communication and organization skills. Ability to speak to groups of people.
- Other duties performed as assigned. The Clearfield County Conservation District (CCCD) 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. Applicant must have the ability to lift 50 lbs. Must be able to stand and walk for long periods of time (up to 6 hours) performing field work.

Accountability: The DGLVR Technician reports directly to the District Manager and ultimately to the CCCD Board of Directors.

Additional Requirements: Possess a valid motor vehicle driver's license and maintain a reliable personal vehicle which will be necessary to complete required field work. Mileage will be reimbursed at the applicable state rate. This position requires a minimum of 25% travel.