

Clarion Conservation District

249 S 2nd Ave, Clarion, PA 16214

Tel 814-297-8014

www.clarionconservation.com



Dirt, Gravel, and Low Volume Road Specialist Position Announcement

The Clarion Conservation District Board of Directors is accepting applications for the full-time position of the Dirt, Gravel, and Low Volume Roads (DGLVR) Specialist until the position is filled. This position will lead the Clarion Conservation District's DGLVR program in Clarion County. The primary responsibilities of this position include administering the DGLVR program to reduce erosion and sedimentation by disconnecting municipal road drainage from streams and implementing Environmentally Sensitive Maintenance practices.

Job duties include, but are not limited to: administering all aspects of the DGLVR program including assisting municipal officials with the development of project proposals, job cost tracking, budget estimation, final cost approvals, and inspecting and monitoring road projects. Job duties also include working with the Quality Assurance Board to develop local program policy, filing reports, maintaining the online GIS Project mapper, keeping accurate program financial records; assisting with education and outreach events pertaining to the DGLVR program or any other District initiative; and obtaining all necessary certifications for the program or as directed by the District Manager.

The successful candidate will either have a Bachelor's degree in natural resources management, environmental science, or a closely related field, **or** equivalent job experience and training. The ideal candidate will have excellent communication and organization skills, road maintenance background, project management experience, and knowledge of matters pertinent to conservation and non-point source pollution and the environment. Applicants must possess a valid PA Driver's license for at least 3 years and provide their own transportation as needed. Applicants must pass a criminal background check and other pre-employment screenings.

The DGLVR Technician's starting annual salary will be \$38,000 - 40,000 based on experience and education. The Clarion Conservation District offers a competitive benefit package including paid holidays, health/vision/dental/life insurance, a contributory retirement plan, and paid time off.

Please send resumes and cover letters to Tricia Mazik, District Manager, at manager@clarionconservation.com.

The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the District Board or its designee. The Clarion Conservation District is an Equal Opportunity Employer and considers all qualified candidates for employment without regard to race, color, religion, gender, national origin, ancestry, age, physical or mental disability, marital or veteran status, pregnancy or any other legally protected status. 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.

Clarion Conservation District
Dirt, Gravel, and Low Volume Road Specialist
Job Description

GENERAL DESCRIPTION

The Dirt, Gravel, and Low Volume Road Specialist is responsible for the successful implementation and full administration of the Dirt, Gravel, and Low Volume Roads (DGLVR) Program and protecting the soil and water resources of Clarion County. The position requires the person to possess or is willing to acquire knowledge of Pennsylvania's DLGVR Program.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree in natural resources management or related field, or an equivalent combination of experience and training specific to the DGLVR Program.
- Ability to demonstrate job related project management skills.
- Ability to work independently with minimal supervision.
- Ability to communicate effectively in person, and by phone, fax, and email.
- Ability to prepare reports and written correspondence.
- Ability to work outdoors and to negotiate uneven and rough terrain, including during inclement weather where wet and slippery surfaces are encountered.
- Required to provide transportation as necessary for fieldwork and meetings. Use of district vehicles may be available, or mileage will be reimbursed as approved by the district.
- Must have and maintain a valid PA Drivers License.
- Ability to maintain confidentiality regarding client information and records.
- Operates a variety of specialized/general equipment associated with work activities, which may include a printer, scanner, multimedia projector, digital camera, and GPS equipment.
- Must be able to obtain background clearances.

SPECIFIC RESPONSIBILITIES

- Fully administering all aspects of the DGLVR Program.
- Must obtain and maintain Environmentally Sensitive Maintenance (ESM) certification.
- Work with municipal officials to determine eligibility of road projects.
- Present projects to the Quality Assurance Board (QAB) for ranking and funding selection.
- Develop contracts and enter information into DGLVR GIS program.

- Responsible for job cost tracking, budget estimation, and final cost approvals.
- Oversee all construction phases of projects; offer technical assistance to townships, and conduct regular inspections of ongoing work.
- Conduct final inspection and enter performance evaluation into DGLVR GIS program.
- Work with District Manager to review project costs incurred.
- Compile information for quarterly report (admin, tech assist, etc.) to be reviewed and submitted by District Manager.
- Must be comfortable interacting with other agencies or groups with job related needs.
- Maintaining a daily log of all work activities including mileage and project documentation.
- Familiarization of the Erosion and Sediment Pollution Control Program in order to possess a working knowledge of state regulations.
- Assist with all other District activities, including special evening and weekend events.
- Attend trainings provided by the Center for Dirt and Gravel Roads to increase program knowledge.
- Coordinate ESM trainings for local townships who require certification.
- Coordinate with Environmental Educator on education and outreach projects to promote the DGLVR program in Clarion County.
- Collaborate with other District staff on applicable projects.
- Attend and participate in staff meeting; present activity report to the District Board of Directors at monthly meetings; coordinate QAB meetings, and participate in any other necessary meetings which may occur during and after normal business hours.
- Prepare articles for website, newsletter, or annual report as requested.
- Participate in other district programs, or perform other duties as assigned by the Manager or Board.

WORKING CONDITIONS

- The DLGVR Specialist is expected to work 37.5 hours per work, Monday through Friday from 8am – 4 pm with a ½ hour lunch. Adjustments to the work schedule shall be coordinated with and approved by the District Manager.
- Works indoors with adequate workspace among other District staff.
- Works outdoors in all weather conditions to accomplish the specific responsibilities of the DGLVR Specialist job.
- Travel to training sessions, meetings, or other events in personal vehicle if a District owned vehicles is not available.