



# Dirt and Gravel Roads Technician

Department: Conservation District

Revised: July 5, 2023

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## DESCRIPTION

Responsible for the administration of the Dirt and Gravel Roads and Low Volume Roads (DGRLVR) program. The technician will become certified in Environmentally Sensitive Roadway Maintenance (ESM) through courses provided by the Penn State Center for Dirt and Gravel Roads Studies (Center) and the State Conservation Commission (SCC).

## SPECIFIC DUTIES

- Administer the DGRLVR Program.
- Assist municipalities in preparation of grant applications.
- Provide construction oversight to ensure that program guidelines are met.
- Assist in administrative requirements for the National Pollutant Discharge Elimination System (NPDES) Permitting, Erosion & Sediment Control Plans (E&S Plans) and Erosion & Sediment Control General Permits (ESCGP)
- Attends meetings and trainings that may involve overnight travel.
- Receive Environmentally Sensitive Maintenance (ESM) certification
- Handles erosion and sedimentation control complaints by gathering the necessary information, documenting the information and assessing the problem in the field.
- Makes routine visits to earth moving sites to determine the degree of implementation of an erosion and sedimentation plan
- Works with municipal officials in coordinating soil erosion control plans to insure state and local regulations are met.
- Assists in explaining the conservation district program to the public.
- Attends monthly district meetings and reports to the Board of Directors on all activities and accomplishments for the month as well as completing all reports required by DEP.
- Maintains daily narrative of work activity.
- Assists in developing and carrying out a public education and awareness program
- Assists with the realization of the district's long-range work plan and annual work plan.
- Performs other related duties as assigned.

## SUPERVISION

The Technician will work under the direction and supervision of the Conservation District Manager, and the Conservation District Board of Directors.

## **SUPERVISORY RESPONSIBILITIES**

None

## **WORKING CONDITIONS**

- Individual must complete field responsibilities in adverse weather conditions. Ability to work outdoors and to negotiate uneven and rough terrain, including inclement weather where wet and slippery surfaces are encountered.

## **JOB REQUIREMENTS**

- Bachelor of Science Degree in Resource Management, Environmental Science, Agricultural Science or related field.
- Ability to work independently with minimal supervision.
- Ability to read and apply rules, regulations, policies and procedures.
- Must possess a valid PA driver's license and the ability to safely operate motor vehicle while carrying out assigned duties.
- Basic computer skills essential. Knowledge of GIS helpful but not necessary.
- Ability to communicate clearly and concisely, both orally and in writing. Some public speaking may be required.
- Ability to interpret maps, environmental regulations, engineering designs, conservation and nutrient management plans, soil surveys and other materials relevant to conservation Best Management Practices.

## **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

## **County of Lycoming is an Equal Opportunity Employer**

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