



HUNTINGDON COUNTY
CONSERVATION DISTRICT

Conserving Natural Resources for Our Future

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 via email to: manager@huntingdonconservation.org. All application materials must be received by September 17, 2021.



10605 Raystown Road, Suite A, Huntingdon, PA 16652 (814) 627-1626
<http://www.huntingdoncd.org>

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) Complete 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) Maintain current knowledge of Erosion and Sedimentation (E&S) Control Plans and NPDES (National Pollutant Discharge Elimination System) permits
 - 2) Provide technical assistance county residents 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's degree in Natural Sciences, Environmental Resources Management, Environmental Science, or a closely related environmental field, or equivalent experience.
- 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: Dirt and Gravel Technician reports directly to the District Manager and ultimately to the HCCD Board of Directors.

ADDITIONAL REQUIRMENTS: Candidate must possess a valid motor vehicle operator's license and in good standing to drive a shared District vehicle. Personal vehicle use is also required and will be reimbursed at the applicable state rate.