

## Dirt, Gravel, and Low Volume Road (DGLVR) Technician – Job Description

### **Potter County Conservation District** *(Rev October 2, 2018)*

#### Position Description

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#### **GENERAL DESCRIPTION**

The Dirt, Gravel, and Low Volume Road (DGLVR) Technician position is responsible for the successful implementation and full administration of the DGLVR Program by protecting the soil and water resources of Potter County through effective administration of the Dirt, Gravel, and Low Volume Road Program. The position requires that the person possesses or is willing to acquire knowledge of the Commonwealth's DGLVR reporting system. The position also requires knowledge of and the ability to use various software packages that provide for the efficient administration of the Dirt, Gravel, and Low Volume Road (DGLVR) program. This position ensures the in-house technical knowledge necessary to evaluate DGLVR sites for potential pollution, and perform all elements of contract management for the DGLVR program. In addition, this position will be primarily responsible for all aspects of reporting and obtaining reimbursements through the DGLVR reporting system established by the State Conservation Commission.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Bachelors Degree in natural resources management or a closely related field or an Associate Degree plus an equivalent combination of experience and training;
- Knowledge of Global Positioning Systems (GPS) applications;
- Ability to demonstrate job related project management skills;
- Ability to work independently with minimal supervision;
- Ability to communicate effectively by phone, fax, or email with minimal supervision;
- Ability to use topographic maps and perform watershed delineations;
- Ability to type reports and written correspondence;
- Must be physically capable of doing manual fieldwork for the purposes of data verification and quality control;
- Will be required to provide own transportation, as necessary for fieldwork and meetings (also evenings), mileage and miscellaneous expenses will be reimbursed as approved by the district;
- Must have and maintain a valid PA Drivers License;
- Operates a variety of specialized/general equipment associated with work activities, which may include a printer, large format plotter, scanner, multimedia projector, CD recorder, digital camera, GPS equipment, fax machine, copy machine, calculator, telephone, or engineering scale.
- Knowledge of GIS software currently used by the District and the ability to integrate data from other sources into appropriate programs.

## **SPECIFIC RESPONSIBILITIES**

### **The DGLVR Project Specialist will be responsible for:**

- Cataloging and indexing databases and map/theme layers in an organized filing system;
- Designing base maps; project maps; promoting natural resource conservation through the use of GIS; mapping related fieldwork;
- Related job cost tracking; budget estimation; overseeing all aspects of the DGLVR funding and reporting program
- Interacting with other agencies, municipalities, townships, or groups with job related needs;
- Meeting attendance beyond normal work hours; maintaining a daily diary of all work activities including mileage and project documentation;
- Erosion and Sediment Pollution Control Program – Learn from the E&S Technician, aspects of the Erosion Control Program for the specified level of delegation with the DEP, Bureau of Water Quality Protection. Currently, Potter County assumes Level II delegation encompassing education, technical plan review, site inspection, complaint handling, along with voluntary and induced compliance measures.
- National Pollutant Discharge Elimination System Program (NPDES) – Learn from the E&S Technician, all aspects for specified level of delegation with the DEP, Bureau of Water Quality Management. Currently, Potter County is responsible for administration of both general and individual permits. Administration includes processing, notification to DEP, technical plan review and general permit issuance;
- Promoting and implementing the Annual Work Plan identified by the Potter Conservation District Board of Directors;
- Other Conservation Activities – Attend and participate in staff meetings, the monthly Conservation District Board meeting when requested or directed by the Manager or the Board and other duties as assigned;
- Administering all aspects of the Potter County DGLVR program in accordance with the current delegation agreement; Duties and Responsibilities: Dirt and Gravel Road Program
  - Potter County Conservation District Priorities
  - Conducting sign-up periods for participants of the Dirt and Gravel Road Program;
  - Assisting individuals with the interpretation and application of the Dirt and Gravel Road Program;
  - Conducting site visits with participants to assess the proposed work plan;
  - Assisting the Quality Assurance Board (QAB) in prioritizing the projects;
  
  - Reviewing bidding procedures with project participants;
  - Setting-up pre-construction meeting to set the perimeters of the work area, assure that site is prepared to receive materials and review the procedures with all involved in implementing the plan;
  - Being on-site during critical times of project construction such as DSA placement.
  - Inspecting the site according to the QAB requirements;

- Attending at all QAB meetings;
- Conducting site assessments on dirt and gravel roads for future allocation of funds by requirements of Act 3, Section 9106;
- Keeping the District Manager informed of program implementation.
- Arranging for educational and demonstration events and activities to promote BMP's of the DGLVR program;
- Participating in other district programs as assigned by the Manager or the Board;
- Grant writing.

**SPECIFIC RESPONSIBILITIES: WATER OBSTRUCTIONS AND ENCROACHMENTS PROGRAM (Chapter 105)**

- Reviews and acknowledges general permits (GP's) for stream encroachments utilizing DEP's ePermitting system.
- Investigates stream and wetland encroachment complaints, recommends corrective measures and/or forwards to DEP.
- Answers calls and provides technical assistance to landowners, consultants, and the general public regarding stream and wetland encroachments and other earth disturbance activities.
- Provides technical assistance to individuals, counties, developers, engineers, etc., regarding assigned programs.
- Assist in maintaining all required record-keeping relating to assigned programs, so the district may make accurate and timely reports (status, quarterly, audits, office reviews, compliance inspections, etc.) to the appropriate agency or official.
- Assists in arranging tours, exhibits, demonstration projects, and other public education outreach programs, which promotes the assigned programs.
- Performs other job-related duties as required including grant writing.
- Keep District Manager and Resource Conservation Technician informed of program implementation.

**SPECIFIC RESPONSIBILITIES: FLOODPLAIN MONITORING PROGRAM**

- Assist municipalities in gaining a better understanding of the National Flood Insurance Program (NFIP) and the implementation of their local ordinances and permits.
- Assist municipalities of preparing and adopting their revised/updated Floodplain Management Regulations.
- Keep District Manager informed of program implementation.

**SUPERVISION AND GUIDANCE**

- Mentor the Resource Conservation Technician, specifically the Chapter 105 program, and with a firm understanding of Chapter 102 regulations and implementation as well.
- The DGLVR Technician will be under the supervision and guidance of the District Manager.

**WORKING CONDITIONS**

1. The DGLVR Technician is expected to work 37.5 hours per week. A typical week will be Monday through Friday 8:00 a.m. to 4:30 p.m. with 1 hour for lunch.
2. Works outdoors in all weather conditions to accomplish the specific responsibilities of the DGLVR Technician job.
3. Travel to training sessions, educational workshops, and other meetings as required.

*The Potter County Conservation District is an equal opportunity employer. All employment decisions are made without regard to race, color, religion, sex, national origin, age, marital status, veteran status, or the presence of a non-job-related medical condition or handicap.*

I have read the above and understand the requirements of the job and concur with same.

\_\_\_\_\_ Date \_\_\_\_\_  
*DGLVR Technician*

\_\_\_\_\_ Date \_\_\_\_\_  
*Jason Childs, District Manager*

*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.*