

# Susquehanna County Conservation District Job Description

Title: **D&G/LVR Specialist**

Classifications: **Full Time, Non-exempt**

January 2020

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## **PURPOSE:**

This position is responsible for managing and conducting all aspects of the Susquehanna County Conservation District's Dirt, Gravel and Low Volume Road (DGLVR) Program, ensuring that the District is in compliance with all requirements of the state program. This includes soliciting applications from municipalities, ensuring municipalities understand the program and its requirements, assessing and prioritizing the proposed projects, assisting municipalities in on-site reviews of the work, oversight of the road work, and reviewing the projects for the QAB Board and the Susquehanna Conservation District's Board of Directors. In addition, the position may be required to cross train with other staff members and assist them as needed.

This position is full-time and based on a 40 hour per week schedule. This is a non-exempt position.

## **SUPERVISION:**

The DGLVR Specialist is under the direct supervision of the District Manager but should be self-motivated and receptive to guidance and direction from the District Board of Directors.

## **QUALIFICATIONS:**

1. Candidate should have an associate's or bachelor's degree in the natural resource management or related field and/or equivalent experience in construction/earth-moving activities/natural resource management.
2. Candidate must have the ability to communicate effectively both verbally and in writing to a wide range of individuals and groups.
3. Candidate must possess a valid Driver's License and have a personal vehicle available for their use if necessary if a district vehicle is not available.
4. Candidate must be capable of traversing rough terrain and working outdoors.
5. Prior to employment with the District the candidate must pass a Pennsylvania State Police Criminal History Clearance.
6. Some irregular work hours involving evening and weekend work is required.

## **JOB DUTIES AND RESPONSIBILITIES:**

1. Must attend annual training and other relevant trainings to maintain certification and keep apprised of all changes in the program. (PSATS training, DGLVR Program trainings, etc.)
2. Become trained and fluent in issuance of Chapter 105 permits and associated regulations.

3. Must maintain financial allocation spreadsheets, manage contracts with the municipalities, coordinate advancements and final payments of all projects, maintain financial records in project files and provide year end financial reporting (through GIS database).
4. Prepare applications packages for municipalities.
5. Provide technical assistance or request assistance from the Center for Dirt, Gravel and Low Volume Roads as needed including the open application period.
6. Process applications when submitted including verifying eligibility, organization and preparation for ranking.
7. Assist the Quality Assurance Board (QAB) with project ranking and any other pertinent information they may require for decision-making within the program.
8. Prepare the presentation for the Susquehanna County Conservation District Board with the QAB's recommendations for funding.
9. Manage all aspects of assistance to the municipality with their bid-showings, pre-construction meetings, on-site inspections during stages of project construction and taking photographs of progress (before and after).
10. Update Dirt, Gravel and Low Volume Road Program GIS database regularly with all required information.
11. Responsible for communication with the QAB including scheduling meetings, hosting meetings and correspondence with the Susquehanna County Conservation District Board of Directors.
12. Provide educational opportunities to municipal officials and contractors in various capacities as requested.
13. Responsible for Driving Surface Aggregate sampling and quality assurance and working with quarries on the Program's certification process.
14. Assist municipalities with better understanding of proper and preferred road maintenance techniques and inspect past projects to check for implementation of these techniques.
15. Responsible for proper maintenance of all program files and keeping them in compliance with the requirements of the DGLVR Program and the State Conservation Commission and handle the QA/QC periodic visits.
16. Be familiar with all of the services of the District, what the other positions offer and be able to give information and contact for those services back to the appropriate District staff.
17. All other duties as assigned by the District Manager.

#### **DISTRICT RELATED ACTIVITIES:**

1. Prepare news articles/advertisements and submit to the media when necessary.
2. Make personal appearances to present talks relating to duties.
3. Prepare various reports including monthly reports, daily logs, quarterly reports and annual report submissions.
4. Be responsible for proper maintenance and security of District owned property.
5. Be responsible for maintaining all DGLVR program records for District operations.
6. Serve on District board committees.
7. Keep the District Manager and District Board informed of issues and trends within the program.

8. Attend monthly meetings of SCCD Board of Directors when needed.
9. Assist in carrying out the goals and objectives assigned and prioritized by the District Manager and/or the Board of Directors. These goals, objectives and priorities may change throughout the year.
10. Participate in District events as needed.

***The Susquehanna County Conservation District reserves the right to add to or change the job duties of this description at any time.***

*January 7, 2020*