Vacancy Announcement
Resource Conservation Technician

The Washington County Conservation District is looking for candidates to fill the full-time position of Resource Conservation Technician within our Dirt, Gravel, and Low Volume Roads Program. The position requires both office and fieldwork.

Education requirements: Associate Degree with 2 years' of similar job experience.
Preferred: Bachelor's Degree in natural sciences, environmental resources management, environmental science or a closely related field

The Technician is responsible for administering the Dirt, Gravel, and Low Volume Roads Environmentally Sensitive Maintenance Program. The Program's goal is to reduce roadway impacts on Pennsylvania's waterways by updating failing or outdated road infrastructure. Additional responsibilities include working in the Watershed and Agricultural programs on an as-needed basis.

The position requires reviewing and assisting in developing project applications for Municipalities, financial management of the program, performing on-site inspections, providing technical assistance, site surveying, and conducting program education and outreach. The Technician will be responsible for creating yearly budgets that cover administrative, educational, and programmatic costs for projects. The Technician will complete roadway assessments and compile detailed reports that highlight and propose solutions to remediate infrastructure on public Municipal roads.

The position requires use of a personal vehicle during work hours, reimbursed at the state mileage rate. Job acceptance is contingent on the passing of background checks: Child abuse clearance, State Police background check, and Federal FBI fingerprinting. Some overtime may be required and is compensated with compensatory time.

Preferred skills include project management and financial oversight of projects/grants, familiarity with roadways and/or construction, attention to detail, organizational skills, task management, and problem-solving skills.

Salary: $45,000-$52,000, commensurate with education and experience.

How to Apply: Interested candidates must fill out the attached application, submit a cover letter, and a résumé to the WCCD office at address or electronically via email, below. All application materials must be received by **April 12, 2024**

  Washington County Conservation District
  50 Old Hickory Ridge Road, Suite 1
  Washington, PA 15301
  Or
  jdann@pawccd.org

Jennifer Dann
District Manager

APPLICATION FOR EMPLOYMENT
WASHINGTON COUNTY CONSERVATION DISTRICT

Position: _____

Address:
50 Old Hickory Ridge Road, Suite 1
Washington, PA 15301

PERSONAL

PLEASE PRINT

☐☐ - ☐☐ - 2 0 ☐☐
TODAY'S DATE

Name: _____

Home Street Address: _____

City: _____ State: _____ Zip: _____

Washington County Resident? Yes ☐ No ☐ Cell Phone: _____

Would you Accept? Full Time ☐ Part Time ☐

Date you would be available to begin work: _____

How did you hear about WCCD? _____

Have you been CONVICTED of any crime, excluding summary offenses?
Yes ☐ No ☐ (Conviction will not necessarily preclude employment)

If yes, explain: _____

Are you willing and able to travel? Yes ☐ No ☐ License: Yes ☐ No ☐

Computer Programs: _____

Other Skills or certifications: _____

Have you ever served in the U.S. Armed Forces? Yes ☐ No ☐

EDUCATION

School Name / Address	Did you graduate?		GPA		Degree Diploma Certificate	Major Course of Study
	Yes	No				

POLICY

In compliance with all Federal and State laws, WCCD will consider all qualified applicants without regard to race, color, religion, creed, national origin, age, sex, disability, Veteran status, or any other legally protected status.

Application will be active for a period of six (6) months from the date of the application.

WCCD IS AN EQUAL OPPORTUNITY EMPLOYER

LIST BELOW YOUR LAST THREE (3) EMPLOYERS - MOST RECENT FIRST

WORK EXPERIENCE

Employer 1

DATE OF EMPLOYMENT
Month/Year

From: _____ / _____
To: _____ / _____

SALARY
Start: Not required
End: Not required

Name		Telephone Number
Address		
Job Title	Supervisor Name and Title	
Responsibilities	Reason for Leaving	

MAY WE CONTACT THIS EMPLOYER?   YES ☐   NO ☐

Employer 2

DATE OF EMPLOYMENT
Month/Year

From: _____ / _____
To: _____ / _____

SALARY
Start: Not required
End: Not required

Name		Telephone Number
Address		
Job Title	Supervisor Name and Title	
Responsibilities	Reason for Leaving	

MAY WE CONTACT THIS EMPLOYER?   YES ☐   NO ☐

Employer 3

DATE OF EMPLOYMENT
Month/Year

From: _____ / _____
To: _____ / _____

SALARY
Start: Not required
End: Not required

Name		Telephone Number
Address		
Job Title	Supervisor Name and Title	
Responsibilities	Reason for Leaving	

MAY WE CONTACT THIS EMPLOYER?   YES ☐   NO ☐

REFERENCE

If you do not provide a separate reference sheet with your submission, please provide Name, Address and Telephone Numbers of three (3) references who are not related to you and are not previous employers.

Name: _____   Number: _____
Address: _____

Name: _____   Number: _____
Address: _____

Name: _____   Number: _____
Address: _____

SIGNATURE

I certify that all of the statements made in this application are true, complete and correct to the best of my knowledge. I understand that any false information given by me will be grounds for my disqualification, and if employed, will be grounds for my dismissal at any time.

Signature: _____   Date: _____