

LINCOLN COUNTY, MINNESOTA POSITION DESCRIPTION

Position Title, Environmental Technician
Date: December 2023

Department: Environmental

Reports To: County Environmental Administrator

PURPOSE OF POSITION:

To provide technical assistance in gathering pertinent information in administering the Lincoln County Environmental programs, to assist in the development and enforcement of assigned ordinances and regulations, and perform additional tasks as assigned by the supervisor

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist with investigations to determine compliance with State and Local regulations.
- Assist with the duties of the county agricultural Inspector.
- Conduct field surveys of feedlots for livestock producers. Assist in preparation for cost share programs.
- Record current data concerning state and county feedlot regulations.
- Working knowledge of federal and state programs such as (State cost share program, Federal cost share program, Ag best management loan program, etc.)
- Strong written and oral communications.
- Ability to work independently or as part of a team with other staff or agency's staff.
- Working knowledge of computers and software associated with this position.
- Attend training to improve overall performance and knowledge of this position.
- Strives to maintain an excellent rapport with general public.
- Work with violators of regulations in various divisions to resolve problems. Perform follow-up inspections.
- Research various grant sources through state and federal agencies.
- Prepare and submit reports required by the county, state, and federal agencies as relates to each of the divisions and program areas.
- Assist in developing and maintaining documents such as ordinances, regulations, and plans in compliance with statutory requirements.

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- Assist in the processing of building, conditional use and variance permits.
- Assist in the maintenance of records and maps for various areas of responsibility including county permits, county ditches, land use plan, lakeshore zoning, and conditional use permits.
- Conduct and review septic site evaluations, designs, and constructions. Inspect septic systems upon request.
- Assist in the investigation and inspection of possible lakeshore ordinance violations.
- Inspect and investigate possible feedlot violations. Requires on-site inspection with complete documentation. Direct and assist farmers in applying for feedlot permits. Assist with development of manure management and water consumption plans.
- Assist in solid waste activities including gathering, sorting, and storage of waste materials (including Household Hazardous Waste).
- Assist in the inspection and investigation of the County drainage system, including on-site inspections.
- Assist in planning and recommendations to improve the quality of surface water to enhance recreational and economic opportunities.
- Assist in developing, implementing and monitoring long range plans for the department.
- Develop media and educational resources for the purpose of developing public information and educational format.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Assist public in person and by telephone.

Prepare various public information materials as needed. Gather information and materials for County Fair presentations; work at County Fair as needed.

Attend other agency meetings to keep informed of department program.

Availability to work evenings or weekends to assist and/or conduct public meetings for planning and zoning, feedlot permitting, solid waste control, septic, and educational activities related to those duties or any other duties related to this office.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Requires a 2 year degree in an agricultural or natural resources field or any combination of education and experience that provides equivalent knowledge, skills and abilities will be considered.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements:

Must be physically able to operate a variety of machinery and equipment including computers, lasers, typewriters, copiers, calculators, etc. Must be able to exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and or a negligible amount of force frequently to move objects. Physical demand requirements are in excess of those for sedentary work. Light work usually involves walking or standing to a significant degree, and at times in rough terrain.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas, to add and subtract; multiply and divide, utilize decimals and percentages; understand and apply the theories of algebra, geometry, statistical inference, and statistical theory.

Language Ability:

Requires the ability to read a variety of reports, correspondence, engineering schematics, topographical maps, soil and water analysis reports, etc. Requires the ability to prepare correspondence, reports, forms, studies, assessments, etc., using prescribed formats and conforming to all the rules of punctuation, grammar, dictation, and style. Requires the ability to speak before groups of people with poise, voice control, and confidence.

Interpersonal Communication:

Requires the ability to communicate with people to convey or exchange professional information. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and to deal with several abstract and concrete variables.

Environmental Adaptability:

Requires the ability to interact with people (i.e. staff, general public and elected officials)

Requires the ability to work outdoors and at times in construction areas or other areas of rough terrain.

Signature

Supervisor's Signature

Date

Date

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.