

# Grant SWCD and Grant County

## Joint Environmental Technician Position Description

### 1. SWCD Responsibilities

- a. Promotion of SWCD programs including (but not limited to)
  - I. State Cost Share
  - II. Comprehensive Watershed Management Plans (CWMP)
    - 1. Pomme De Terre
    - 2. Mustinka/Bois de Sioux Rivers
    - 3. Chippewa River
  - III. Rain Gardens and Rain Barrels
- b. Surveying/GPS/GIS/Arcview
  - I. Topographical surveys
  - II. Handheld GPS along with Trimble GPS
  - III. Utilize GIS, LiDAR, computer modeling and professional expertise to identify water quality improvement projects, project benefits, and costs.
- c. State Buffer Law
  - 1. Inventory/ Preliminary compliance assessment
  - 2. Alternative practice design on ditch systems
- d. Cover Crops
- e. Reinvest in Minnesota (RIM) and Conservation Reserve Enhancement Program (CREP)
- f. Work with landowners and producers
  - I. Be able to help and have a good working relationship with Grant County landowners and producers
- g. Maintain accurate, legible, and complete files

### 2. County Responsibilities

- a. Planning and Zoning Permits
  - I. Help reviewing and issuing permits pertaining to Grant County of Land Management ordinances under the direction of the office Administrator
- b. State Buffer Law
  - I. DNR protected waters inventory, inspection, and compliance
- c. County Noxious weed law
  - I. Help with coordinating Grant County's Noxious weed program
- d. Aquatic Invasive Species (AIS)
  - I. Implement program goals of Grant County's AIS program
  - II. Submit necessary reporting requirements to the MN Dept. of Natural Resources
- e. Sewer Treatment System Inspection (SSTS)
  - I. Determine compliance of existing and new SSTS
  - II. Review permit applications and designs
  - III. Conduct septic tank system installation

- IV. Conduct inspections on existing SSTS and determine compliance
- f. Assist the Land Management Administrator in developing and maintaining county ordinances
- g. Maintain accurate, legible, and complete files

### **Education and Experience**

- A minimum of a 2-year vocational degree in natural resource management, biology, water resources, hydrology, agronomy, or related field; and two years direct work experience assessing field conditions, conducting field surveys, recommending site solutions; or any combination of education and experience that demonstrates the ability to perform duties of the position.
- ArcView Knowledge
- GPS experience
- Surveying experience
- Microsoft office

### **Training Required:**

- Continuing education credits for MPCA inspection certification for SSTS
- Training as required to perform essential job functions

### **Certificates/License Requirements:**

- Must hold a valid driver's license
- Must pass a background check
- MPCA inspector certification for SSTS would be required to achieve within 24 months of date of hire

### **Work Schedule and Resources:**

- Year round, Monday through Friday, 8am to 4:30pm (40hrs/wk.); two 15-minute breaks and 30-minute lunch daily.
- Occasional evening hours and weekend days, on flex schedule.
- A tele-work policy is in place; staff can expect to work from the office, and in the field, and when conditions are needed tele-work from home. County and SWCD owned equipment will be used in the office, while working at home, and while in the field.
- Transportation will be available through the SWCD. If a vehicle is not available, mileage reimbursement will be provided.
- Occasional travel out of the County, and at times over-night stays will be needed (i.e. for meetings, public engagement events, and training). Expenses are covered by the SWCD or the County.

### **Physical Requirements:**

- This work requires the occasional exertion of up to 40 pounds of force; work regularly requires sitting, speaking or
- hearing, using hands to finger, handle or feel and repetitive motions, frequently requires walking and reaching with
- hands and arms and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching, or crawling,
- pushing or pulling and lifting; work has standard vision requirements; vocal communication

- is required for expressing or
- exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately,
- loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and
- analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring
- devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- work occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is
- generally, in a moderately noisy location (e.g. business office, light traffic)