

LAC QUI PARLE-YELLOWBANK WATERSHED JOB DESCRIPTION

JOB TITLE: Environmental/Feedlot Specialist

DEPARTMENT: Lac qui Parle-Yellow Bank Watershed District

SUPERVISOR: The Environmental/Feedlot Specialist is under general supervision of the LQP-YB Watershed District Administrator.

JOB SUMMARY: Responsible for permitting and administering Lac qui Parle County animal feedlots, manure storage areas and registration updates according to Minnesota Rule Chapter 7020 and the Lac qui Parle County Ordinance. Additional responsibilities include providing support in the issuance of permit applications, verifying compliance with county zoning regulations, assisting in the preparation of public notices, public hearing documents, and other duties as assigned to comply with the Lac qui Parle County Land Use Ordinance. Certification as a SSTS inspector will be required as per a pre-arranged timeline. Assist with the planning and implementation of the county's Solid Waste Plan programs which include recycling and disposal of household hazardous waste. Become certified as a Passport Acceptance Agent. Assist in all areas of the Watershed office. Diversity in responsibilities and duties should be expected.

ESSENTIAL RESPONSIBILITIES:

These examples do not include all possible responsibilities in this position and do not limit the assignment of related duties to this job classification.

Planning and Zoning

- Responsible for the enforcement of Lac qui Parle County Feedlot Ordinance and State Feedlot Rules Chapter 7020. Conduct field inspections of new and existing feedlots. Respond to complaints and determine further action required. Review and issue/deny permits, interim permits and registration for facilities as appropriate. Enter data into MPCA Tempo Data Program. Complete and maintain MPCA Feedlot training. Attend regional and annual meetings.
- Provide enforcement assistance with Subsurface Sewage Treatment Systems state rules and regulations. Obtain and maintain SSTS Inspector Certification. Upon licensing, approve designs and conduct field inspections of septic systems as required, assist with both MPCA and E-Link SSTS reporting and tracking.
- Serve as primary support for department functions related to the issuance of permits as per the Lac qui Parle County Land Use/Shoreland/Floodplain Ordinance, including verifying compliance with county and state regulations, assisting with the scheduling and preparation of public notices, public hearing documents and minutes. Ensure scanned and proper documentation is implemented and maintained.
- Understand and interpret legal descriptions, maps, aerial photography. Knowledge of GIS preferred.
- Assist with the development of updates and amendments to the Lac qui Parle County Ordinance and Comprehensive Plan.
- Attend regional and statewide meetings and trainings.
- Maintain accurate and current information/forms on department website.

Solid Waste and Recycling

- Assist with the scheduling, advertisement and conduction of HHW collection and recycling events.
- Complete and maintain MPCA Household Hazardous Waste Training Certification.
- Provide education and guidance to county residents for proper disposal. Maintain and implement informative and educational displays and department website.
- Compile documents for quarterly and annual reporting for SCORE, enter electronically through State of Minnesota's online Re-TRAC Connect reporting program.
- Attend regional and statewide meetings and trainings.
- Maintain accurate and current information/forms on department website.

Demolition Landfill

- QuickBooks Invoicing, receipt payments, process limited vender expenses.
- Compile information for completion of Annual Reports.
- Assist with the completion of Industrial Stormwater quarterly and annual reports.
- Assist with seasonal advertisements and any additional notifications.
- Assist with record maintenance and retention.

Passport Acceptance Facility

- Complete and maintain Passport Acceptance Agent certification.
- Provide passport information to the public, process applications, maintain records, complete reports and submit as required to the National Passport Agency and U.S. Department of State.
- Maintain security and privacy of documents in your possession or that of the department.
- Maintain adequate supply of up-to-date forms.

LQP-YB Watershed

- Assist with tiling permits, work orders and county ditch map inquiries as needed.
- Perform other duties and responsibilities of the department as requested or assigned.

Other Duties or As Assigned

- Provide customer service in person, by phone, or email to assist with department function issues and concerns, various programs, questions and research for the public, landowners, real estate agents, contractors, elected and appointed officials and other agencies and offices.
- Performs a variety of administrative duties, maintain office supplies, check invoices/billings and submit for approval, complete reports.
- Maintain compliance with all department policies and procedures.
- Assist with projects or other activities as requested or assigned.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- **Formal Education required:**
 - High school diploma and post-secondary associate degree or related experience or equivalent in Environmental Studies, Farm Management, Agronomy, Soil Science, Animal Science or related fields of study.
- **License, Certification, Registration required:**
 - Obtain and maintain SSTS Inspector Certification.
 - Obtain and maintain education hours as required by MPCA for County Feedlot Officers.
 - Obtain and maintain Household Hazardous Waste Management Certification.
 - Obtain and maintain Passport Acceptance Agent Certification with the U.S. Department of State.
 - Valid Minnesota driver's license, able to provide proof of insurance, clean driving record.
- **Minimum experience required at hire preferred:**
 - Computer skills required. Experienced in Microsoft Office, Excel, Publisher and knowledge of GIS preferred. Ability to comprehend and use frequently changing State of MN electronic reporting programs.
 - Must submit and successful complete criminal/civil history background check at the Watershed District expense prior to beginning employment.* (*Not applicable to current employees transferring to this position.)
- **Knowledge, Skills, Abilities and Qualities**
 - Ability to effectively communicate verbally and in writing.
 - Ability to work with the public, a variety of individuals and groups.
 - Develop respectful and cooperative working relationships with co-workers.
 - Requires ability to learn and apply considerable and expert knowledge of rules, processes and procedures related to the department.
 - Ability to exercise sound judgment, initiative and discretion.
 - Ability to work independently with limited supervision.

WORK CONDITIONS:

This position requires office, fieldwork, public meetings, and individual public contact. The office duties are performed at the Environmental/Watershed Office located at the Lac qui Parle County Courthouse. Supervision is under the direction of the Watershed Administrator and the Watershed Board of Managers. Bending and lifting up to 50 lbs. is required. Fieldwork may require walking over rough terrain and in all types of weather conditions. This position has a normal work schedule of 8:30 a.m. to 4:30 p.m., Monday through Friday (35 hours per week). On occasion, may require some hours outside of normal work hours.