

Land Management Technician

Dept/Div: Road & Bridge

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled field technical and office work assisting with various land management activities and programs for County tax-forfeited properties, and related work as apparent or assigned. Work is performed under the supervision of the County Forester/Land Commissioner.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Assists County Forester/Land Commissioner with land sales and tax-forfeitures; identifies and posts properties, performs site visits, prepares listings, maps, legal notices, updates County website, assists potential buyers.
- Performs forest inventory activities; establish and maintain a forest inventory data program/system.
- Participates in activities related to the County Timber Sale Program.
- Assists with field operations as needed; wildlife and forest management projects, access projects for forest management and public use.
- Performs various office administrative tasks; creates/prepares reports, maintains records, conducts appropriate research.

Knowledge, Skills and Abilities

Thorough knowledge of County and department policies, practices and procedures; general knowledge of Minnesota statutes, rules and regulations. Ability and interest to work independently both outdoors and in an office setting. Basic understanding of property legal descriptions. Proficient with Microsoft Office Suite, general knowledge of Arc View/GIS software or similar systems. Ability to establish and maintain effective working relations with County and other public officials as well as the public.; ability to effectively communicate ideas both orally and in writing; ability to establish and maintain effective working relationships with associates, elected officials and the public. Ability to safely operate light machinery and equipment.

Education and Experience

Associates/Technical degree in natural resources and/or computer programs and use in related fields, or equivalent combination of education and experience

Physical Requirements

This work requires the occasional exertion of up to 100 pounds of force; work frequently walking and speaking or hearing and occasionally requires standing, sitting, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception and peripheral vision; 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, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license.