

Zoning & Solid Waste Technician

Dept/Div: Auditor-Treasurer

Grade 7

FLSA Status: Non-Exempt

General Definition of Work

Performs skilled intermediate technical work enforcing the County's land use regulations including county zoning, shoreland, floodplain, buffer, and Subsurface Sewage Treatment Systems (SSTS) ordinances, assisting with Solid Waste Operations, and related work as apparent or assigned. Work is performed under the limited supervision of the Land Resources Manager.

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

- Conducts preliminary review of building and site plans to determine compliance with ordinances and works with customers to conform to ordinances and issue permits.
- Conducts zoning inspections during and after construction to monitor conformance, resolves issues and issues orders to stop work.
- Assists Environmental Technician in inspections of SSTS.
- Coordinates enforcement and implementation of the riparian protection and water quality practices under section 103F.48 (Buffer Law).
- Investigates complaints and ensures enforcement of County ordinances in coordination with the Land and Resources Manager
- Assists with operation of Pine County Solid Waste programming including Pine County operated transfer stations, household hazardous waste facility, recycle sheds, Hinckley Transfer Station programming, agricultural plastics recycling program.
- Educates citizens regarding Solid Waste programming.
- Assists with the Board of Adjustment and Planning Commission, as needed, and attends meetings as directed.
- Assists County Ag Inspector and noxious weed programming

Knowledge, Skills and Abilities

Thorough knowledge of the County and department policies, practices and procedures; thorough knowledge of related state rules and county zoning, shoreland, floodplain, buffer, and SSTS ordinances; ability to establish and maintain effective working relations with County and other public officials as well as the general 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 general public. Comprehensive knowledge of standard office equipment and software including Microsoft Access and Publisher and general knowledge of web creation software.

Education and Experience

High school diploma or GED and moderate experience in a clerical or natural science or environmental setting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, pushing or pulling and lifting and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions; work requires close vision, ability to adjust focus, depth perception and color perception; 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 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, exposure to fumes or airborne particles and exposure to toxic or caustic chemicals; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

MPCA on-site sewage treatment inspector certification (within one year)

Valid driver's license