

Environmental Services/GIS Technician

Date Posted:	January 10, 2019
Department:	Environmental Services
Compensation:	\$22.21-\$27.19 per hour
Hours	Full Time – 40 hours per week
Deadline:	Open until filled

Job Summary

The Environmental Services / GIS Technician position includes assisting the Environmental Services Supervisor with Environmental Services such as septic system inspections, ordinance administration, and regulatory duties. This position will also act as the primary coordinator of the County's GIS data and assist highway division operations.

Essential Functions

40% Environmental Services:

- Assists with administering county ordinances assuring all zoning and building improvements comply with county, state and federal requirements. Follows up complaints on zoning violations with County Attorney consultation.
- Answers questions from the general public dealing with Environmental Services issues. Assists land owners with building and septic permit requirements, procedures in subdivision/plating and variances. Inspects building site and septic installations for permit compliance.
- Works with the Environmental Services Supervisor on policies and ordinances concerning zoning and other environmental issues.
- Attends seminars, meetings and training sessions concerning departmental responsibilities and maintains certification in areas of responsibility.
- Attends meetings and assists with staff duties for the Board of Adjustments and Planning Commission. Presents and gathers relevant information for public hearings as requested.
- Assists Minnesota Department of Ag with control programs for plant and insect
- Assists with the NRBG (Natural Resources Block Grant) for wetland, water plan, septic and shoreland funding and submits timely reports to governmental agencies. Assists with permit applications of projects, the updating of work plans and budgets for each specific grant.
- Assists with the solid waste management program. Maintains records, compiles and reports data to governmental agencies. Assists with the coordination of annual household hazardous waste day and supports and coordinates similar programs.
- Performs related duties as needed.

40% GIS:

- Acts as primary coordinator of the County's GIS data. Performs mapping updates of GIS systems and NG911 system and any related mapping duties as needed.
- Assists other departments with the production of data sets and/or maps as needed for their operations.
- Maintains the Kanabec County parcel map.
- Performs field work using mobile GIS/GPS tools.
- Produces cartographic products in digital and paper format.
- Utilizes aerial photography, land records, drawings, and related materials.

10% Other Important Duties

- Assists the Engineering division with surveying, design, and other construction related tasks.
- Assists the Maintenance division with flagging and general highway maintenance activities.
- Answers telephone calls and responds to walk in customers.
- Assists other Departments as directed.
- Perform other duties as assigned.

Knowledge, Skills & Abilities

- Knowledge of office procedures.
- Some knowledge of accounting principles
- Skilled in the use of office equipment, including typewriter, computer and calculator.
- Considerable ability to perform detailed work with a high degree of accuracy.
- Ability to establish and maintain effective working relationships with county officials, employees, and the general public.

Minimum Qualifications

Threshold requirement is all of the following:

- High School graduate or equivalent
- 2 years technical training
- 2 year in a related field
- Valid driver's license
- Must be able to obtain septic certification, wetland delineation certification and ag certifications within one year
- Must have experience with Esri GIS software

Physical Demand Analysis Summary

In a typical 8 hour work day, this person sits 5 hours, stands 2½ hours and walks ½ hour. Some special physical demands include:

1. Up to 70% of the time requires carrying up to 10 pounds.
2. Up to 50% of the time requires lifting up to 40 pounds.
3. Up to 100% of the time requires seeing with near acuity.
4. Up to 100% of the time requires good verbal communication and hearing normal conversation.
5. Up to 40% of the time requires firm repetitive grasping/repetition (typing, etc)
6. Up to 10% of the time requires climbing height, reaching above shoulder level, crouch and kneel.
7. Up to 50% of the time requires being around moving machinery.
8. Up to 75% of the time working outside, exposed to marked changes in temperature and humidity.
9. Up to 10% of the time exposed to dust, fumes, odors, mists, toxic gases, poor ventilation, and adhesives.
10. Up to 30% of the time exposed to water, biological, mechanical, electrical and chemical hazards.

Benefits:

This position will receive the following benefits:

- Insurance (Health, Dental, Life)
- Paid Time Off (PTO)
- Holiday Pay
- Pension
- Voluntary Retirement Plans

Salary

\$22.21 per hour (pay range 11)
Union position, Local 320

Hours of Work

Shift hours 8:00am to 4:30pm. Building hours are 8:00am to 4:30pm.

Pension

Minnesota Public Employee Retirement Association. Contribution rates are 6.5% by employee, 7.5% by employer.

Insurance

All insurance plans are through Blue Cross Blue Shield of Minnesota. Coverage becomes effective the first of month following 45 days from hire date. We currently offer 3 health plans. Cost is per month:

	Single Coverage	Family Coverage
\$250 Deductible	\$32.88	\$890.44
\$750 Deductible	\$0	\$679.92

\$2000 Deductible	\$0	\$236.58
-------------------	-----	----------

The County also contributes an HRA plan for each employee. Amount of contribution: \$1,272.00 yearly.

Dental insurance provider is Health Partners. It is a \$50 deductible with a \$1,000 annual maximum. Current rates:

Single: \$37.98

Single plus one: \$68.30

Family: \$112.02

Life insurance provider is Sun Life Financial. County pays for a \$10,000 policy.