

Mower County
TITLE: Environmental Technician

BAND	GRADE	SUBGRADE
DIVISION: Public Works	ACCOUNTABLE TO: Environmental Services Supervisor	CLASS CODE: 8 Non-Exempt
PRIMARY LOCATION:	NORMAL HOURS:	DATE OF LAST REVISION:

JOB PURPOSE:
Responsible for a variety of services including public education, technical assistance, ordinance enforcement, reporting, permit compliance, and inspections. Perform a combination of technical and administrative duties for Environmental Services.

Duty No.	Essential Duties	Frequency	B/G
1.	Enforce compliance with waste related ordinances. Investigate complaints related to waste management. Review permits for compliance; advise and assist in achieving compliance.	20%	
2.	Prepare reports, records, and written correspondence. Prepare agendas and literature for public meetings, presentations, and publications. Prepare technical material for drafting of plans, ordinances, resolutions and agreements.	10%	
3.	Assist with feedlot and zoning compliance by investigating complaints, providing inspections, record findings, and other duties as assigned.	20%	
4.	Coordinate special projects, distribute information to the public regarding department programs and services and assist with grant application process.	5%	
5.	Perform a variety of office administrative duties such as: filing, data entry, preparing customer statements, collecting payments, answering phones, and walk-in customer service.	45%	

MINIMUM QUALIFICATIONS:
<ul style="list-style-type: none"> 2-year college degree or 2-years of experience in related field, preference Feedlot compliance and Valid Driver's License.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:
<ul style="list-style-type: none"> Use of calculator, photocopier and various computer programs such as Access, Excel, Word, PowerPoint, and other various software; office procedures sufficient to

process, sort, verify, and file reports, applications, legal documents and other material in accordance with established routine and departmental policy.

- Use of proper grammar, spelling and punctuation to effectively and accurately compose correspondence; understand and accept responsibility and perform detailed work with little or no supervision accurately; understand Account Technician's duties to be able to fill in when necessary.
- General knowledge of environmental protection principles and regulations that apply to waste management and feedlots.
- Use of geographic information systems software.

CORE COMPETENCIES OF POSITION:

- Knowledge of Work Rules. Develops and maintains a thorough working knowledge of all department and applicable jurisdictional policies and procedures in order to help facilitate compliance with such policies and procedures by all staff members.
- Commitment to the Work Group. Develops respectful, cooperative and productive work relationships with co-workers, including the demonstrated willingness to help newer staff so their respective job responsibilities can be performed with confidence as quickly as possible.
- Commitment to Customer Service. Demonstrates by personal example the service quality and integrity expected from all staff members. Represent Mower County in a professional manner in interactions with the public, employees and other outside contacts.
- Communication. Confer regularly with and keep one's immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which they are accountable.
- Productivity and Work Organization. Demonstrates ability to plan, organize and accomplish work in a timely and effective manner. Report to work location on time and on a regular basis.
- Problem Solving and Decision Making. Exercise good judgment in problem solving, analytical thinking, and independent thinking as it relates to departmental and County procedures, problems, and policy interpretations.
- Safety Rules and Procedures. Know and observe the safety policies and procedures of the County. Perform tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.

PHYSICAL ACTIVITIES/REQUIREMENTS:

Variety or outdoor and indoor work including walking in uneven terrain and working in environment with odor and dust. May be times of long periods of sitting; repetitive hand and finger movements in typing, computer and calculator work. Regular use of automobile. .

SAFETY POLICY:

It is the responsibility of every employee of Mower County to know and observe the safety policies and procedures of the County. Each employee is expected to perform tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.

MISCELLANEOUS INFORMATION:

"In a close working relationship with county employees and private citizens, confidentiality is a must."

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

3	hours a day sitting
2.5	hours a day standing
2.5	hours a day walking
	hours a day kneeling
	hours a day stooping
	miles a day walked
	feet climbed using a ladder
	feet climbed on an incline
20	feet climbed using stairs

Section B

The physical effort requirements of this job are

# of pounds lifted	
30	pounds lifted waist high
10	pounds lifted shoulder high
10	pounds lifted above the head
X	pounds are carried alone
	pounds are carried with someone else
100	distance weight must be carried (feet)
	pounds are pushed
	pounds are pulled
x	pounds are held

Section C

The physical dexterity requirements of this job are to operate:

x	a telephone
x	Computer/electronic equipment
X	hand tools
X	Electric tools
X	Manipulate small objects

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
X		see
X		distinguish colors
X		hear or listen
		taste
x		smell
X		touch
X		speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

X	reading	X	Analyzing data
X	writing	X	Searching for solutions
X	basic arithmetic	X	Creating methodologies
X	mathematics	X	Conducting research
X	weighing and/or measuring	X	Managing resources
X	visualizing conclusions		Evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are (complete all that apply):

20	hours a day spent working under time pressure
	hours a day spent working rapidly
50	% of time spent indoors
50	% of time spent outdoors
10	% of time spent in an automotive vehicle
40	% of time spent at a desk, bench or window
10	% of time spent in an office or control room

x	The condition of the air is clean (controlled)
x	The condition of the air is normal/average
x	The condition of the air is dusty/dirty
x	The condition of the air is wet/humid
x	The condition of the air is affected by fumes, smoke etc.

x	The noise level is normal
x	The noise level is loud, requiring ear protection
x	The surface of the working environment is level
x	The surface of the working environment is sloping
x	The surface of the working environment is uneven
x	The surface of the working environment is slippery

Part V: Additional Comments:

I have read and understand the expectations of this position.

Employee Name

Date