



## JOB DESCRIPTION

### Environmental Specialist – Environmental Services

**Screen  
Management Right**

**Job Title:** Environmental Specialist

**Department:** Environmental Services

**Classification:** Grade 26 (Local 320 – Environmental Services, Land Department, Parks and Recreation)

**FLSA Status:** Non-exempt

**Position Description:** Technician – Responsible for conducting property inspections, approving land use and other permits, enforcing county environmental and zoning ordinances and providing information and assistance to citizens, property owners, installers, contractors, and other stake holders regarding land use regulation, subsurface sewage treatment system (SSTS) and other environmentally related programs. Coordinate the county Aquatic Invasive Species (AIS) program.

**Supervisor's Job Title:**

Direct – Environmental Services Officer

**Total # of full-time equivalents with job title that report directly to this job:** 0

**Total # of full-time equivalents with job title that report indirectly to this job:** 0

#### **QUALIFICATIONS:**

##### **Minimum Qualifications:**

- Bachelor's Degree or higher (**must attach transcript**) in Environmental Studies, Natural Resources, Biology, or related field.
- 1 year education (**must attach transcript**) and/or work experience with Microsoft Word and Excel.
- Valid driver's license and reliable means of transportation.
- Obtain a MN Pollution Control Agency (MPCA) Subsurface Sewage Treatment Systems (SSTS) Basic Inspector certification within 2 years of hire.
- Obtain Minnesota Department of Natural Resources (DNR) Level I and Level II Watercraft Inspection Certificates within 1 year of hire.

##### **Knowledge, Skills & Abilities:**

###### **Knowledge:**

- Inter-relationship between vegetation, geology, hydrology, soils, and geography for environmental protection in relation to land use planning.
- Standard land measurement tools and methods to accurately delineate steep slopes, bluff impact zones, ordinary high water (OHW) level, property lot lines and wetland boundaries.



## JOB DESCRIPTION

### Environmental Specialist – Environmental Services

- Hubbard County Shoreland Management, SSTS, Sign, Subdivision, Buffer, E911, and Adult Use ordinances.
- State and federal environmental statutes and rules.
- Technical expertise with geographic, geologic, geomorphic, watershed and environmental settings of the county.
- GIS software, uses and applications.
- Wetland Conservation Act.

#### **Skills:**

- Establish and maintain effective working relationships with co-workers, County staff, community officials, County Board members, the public, and other agency staff.
- Communicate effectively in oral, written, and graphic presentations.

#### **Abilities:**

- Read and understand legal descriptions, interpret historic aerial photos, LiDAR, National Wetland Inventory and topographic maps.
- Apply vegetation, topography, stormwater, and erosion control management practices to land put to multiple forms of land use such as residential and commercial development, forestry, and agriculture.
- Comprehend complex issues and express ideas clearly and concisely.
- Self-motivation and ability to work independently without close supervision.
- Work well with others; ability and willingness to follow rules and procedures and follow directives from supervisors.

#### **Preferred Qualifications:**

- MPCA SSTS Basic Inspector certification (**must attach certification**).
- Work experience with aquatic invasive species prevention practices and approaches and/or MN DNR Aquatic Invasive Species Levels I and II Watercraft Inspector certification (**must attach certification**).
- Work experience within a customer-focused, field-based land use permitting and enforcement environment.
- Work experience implementing Wetland Conservation Act regulations, stormwater management, and soil and water conservation practices and working with soil texture, classification, and characteristics related to wetland delineation and SSTS.
- Work experience with office and field-deployable technology such as PCs, tablets, laser levels, document imaging/archiving software, Geographic Information System (GIS)/Global Positioning System (GPS) software and hardware, and other electronic devices.



## JOB DESCRIPTION

### Environmental Specialist – Environmental Services

<b><u>ESSENTIAL DUTIES OF THE POSITION:</u></b> (These duties are a representative sample; position assignments may vary.)	<b><u>FREQUENCY:</u></b>
<ul style="list-style-type: none"> <li>• Perform field work including but not limited to non-conforming lot inspections, setback and bluff measurements, survey ordinary high water (OHW) measurement and follow up on violation complaints; locate lot lines and road right of ways.</li> <li>• Review, examine and take action on applications for all land use, sign, and SSTS permits; subdivisions, variances and conditional use permits. Prepare, receive and forward applications to the Environmental Services Officer (ESO), Board of Adjustment (BOA) and Planning Commission (PC).</li> <li>• Document and respond to reported violations of the Shoreland Management Ordinance (SMO), other County ordinances, and SSTS rules. Educate landowners to obtain compliance with county ordinances.</li> <li>• Serve as professional staff support to the ESO, PC, BOA, and County Board.</li> <li>• Provide customer service to applicants and citizens to assist them in complying with County Departmentally-administered ordinances and programs.</li> <li>• Interpret and apply onsite sewage treatment systems regulations; MN Rules, Chapters 7080-7083.</li> <li>• Enforce the county Buffer Ordinance.</li> </ul>	25-100%
<ul style="list-style-type: none"> <li>• Administer the County AIS program which includes oversight of contracts, agreements, and grant applications in compliance and funding with the MN AIS prevention aid appropriation (M.S. 477A.19, as amended) and coordinating/overseeing 30-45 seasonal watercraft inspectors.</li> </ul>	0-75%
Regular attendance on the job.	
Perform other duties as delegated.	

**PHYSICAL REQUIREMENTS:** To view the Functional Job Analysis for this job, [click here](#).

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this job description at any time.

**CLASSIFICATION HISTORY:**

Position prepared by Hubbard County  
Date last Reviewed: (12/2017)