



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Feedlot Planning & Zoning Technician
Department: Land Services
Classification: 6
Reports to: Land Services Director
Supervises: No
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: By exception
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for meeting the requirements of the County's feedlot delegation agreement with the Minnesota Pollution Control Agency, including all MPCA Permitting, on sites considered Non-CAFO Under 1000 Animal Units. This position also ensures compliance with local feedlot regulations of the Morrison County Land Use Control Ordinance, through permit review, investigation, and follow up on all relevant land use complaints and issues.

Communicates with:

Internally – All Land Services, Auditor-Treasurer, Recorder, Attorney staff
Externally – State/county/city entities and public.

Supervision:

N/A

Essential Work Functions:

- Manages MN MPCA Feedlot Permitting, Registration, Inspections, and MMPs.
- Prepares and assists customers of the Land Services Department at the front counter, by telephone, and email with land use application submittals and questions.
- Field checks Land Use Permit applications during site visits, assuring County Land Use Ordinance, requirements and MN Rule 7020 are met.
- Maintains data entry of Feedlot related documents within various systems.
- Manages Feedlot-related mailings to Ag Producers, Feedlot Owners and Managers.
- Attends and keeps up with Feedlot program training and required Delegation Agreement reporting to the Minnesota Pollution Control Agency.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in tech or associate's degree and less than one (1) year of experience.

Knowledge, Skills, and Abilities Required:

- Valid MN driver's license.
- Strong understanding of the organization's goals and objectives.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).

- Strong interpersonal, written and oral communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment		X		
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Moderate		X		
Challenging or threatening behaviors			X	
Hazardous physical conditions		X		
Heavy (Over 60 pounds of force)	X			
Atmospheric Conditions			X	
Travel			X	
Hazardous materials		X		
Extreme temperatures		X		
Environmental		X		
Work with high detail/deadlines		X		

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____