



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Environmental Recreation Manager
Department: Public Works
Classification: Grade 10
Reports to: Public Works Director/County Engineer
Supervises: No
Normal Business Hours: Monday – Friday, 7:30 AM – 4:00 PM
Telecommute: Supervisory discretion
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position develops and manages the implementation of The County Solid Waste Management Plan and the County solid waste, recycling, special waste, and household hazardous waste (HHW) programs. Develops and manages the implementation of the County's Parks Master Plan and Trails Master Plan. Acts as the County Designated Employee (CDE) for managing and performing the County's duties required by the Noxious Weed Law. Enforces the County Solid Waste and Parks and Trails Ordinances in addition to State rules and statutes related to solid waste, parks and trails, and noxious weeds. Prepares and manages the preparation of all required reporting and budgeting for solid waste, parks and trails, noxious weeds, and associated grants and programs.

Communicates with:

Internally – All Public Works staff.

Externally – Vendors, government agencies and public.

Supervision:

N/A

Essential Work Functions:

- Manages, implements and promotes the County solid waste, recycling, special waste, and household hazardous waste (HHW) programs and works to further implement evolving best practices for solid waste management including waste reduction and reuse, resource recovery, and recycling, to implement the County Solid Waste Management Plan.
- Administers and enforces Federal, State and County Solid Waste Statutes and Ordinances, County Parks and Trails Ordinances, and the State Noxious Weed Law through fee title and commercial property inspections, seed/fertilizer inspections, administration of enforcement proceedings, issuing notices of violation, and working with the County Attorney for enforcement including providing court testimony when necessary. This includes coordination with cities, townships, regional counties, and state and federal agencies to ensure policies and procedures are administered consistently.
- Administers Township and City grant programs; reuse, recycling, and special waste contracts; and works with townships and cities to maintain, manage, and improve existing disposal and recycling programs.
- Educates county residents on proper waste disposal, recycling, reduction, reuse, and available programs as well as proper noxious and invasive weed control, identification, management, and eradication. This includes preparing public notices, radio/newspaper/online announcements, and promotional/educational materials.
- Seeks out, applies for, and administers grants for the implementation of county waste management and sustainability initiatives, natural resource protection and recreation, and noxious weed management and control.
- Prepares timely and accurate reports for activities related to waste disposal, recycling, parks/recreation, grants, and noxious weed enforcement and advertises necessary legal notices as required.

- Provides oversight and manages material hauler licenses and waste disposal/recycling facility licenses. Provides education and site visits to identify prohibited and hazardous wastes and identify steps needed to prepare sites for demolition and landfill disposal.

Other Work Functions

- Supports PW Administrative Staff as needed.
- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires a four-year degree in environmental science, natural resources, public administration, or related field. Three (3) years of relevant experience in managing solid waste and recycling programs or a combination of experience, education and training which would provide the knowledge required for this position.
- MPCA Type II Landfill Operator License or ability to obtain within 1 year.
- MPCA Household Hazardous Waste Training or ability to obtain within 1 year.

Knowledge, Skills, and Abilities Required:

- Valid MN Driver's License.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Understanding of the organization's goals and objectives.
- Good interpersonal skills.
- Excellent written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Excellent 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.
- Knowledge and skill in strategic planning.
- Demonstrate initiative and excellent problem-solving skills.
- Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner
- Knowledge of local vegetation and ability to identify and differentiate plants and noxious weeds.

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			
Light (Up to 25 pounds of force)	X			
Challenging or threatening behaviors	X			
Hazardous physical conditions	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: _____