



# MORRISON COUNTY

## JOB DESCRIPTION

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Job Title: Planning & Zoning Technician  
Department: Land Services  
Classification: 5  
Reports to: Land Services Director  
Supervises: No  
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM  
Telecommute: Not available  
Union: No  
FTE Status: 1.0 Full Time Equivalent  
Last Reviewed: 08/2024

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### **Nature of Work:**

This position is responsible for implementing the Land Use Control Ordinance within the community through land use permit review and on-site inspections, investigation, documentation, and follow-up on all relevant land use complaints and violations. Manages and maintains, along with the GIS Coordinator, the Emergency 911 address program throughout the county.

### **Communicates with:**

Internally – All Land Services staff.  
Externally – State/county/city entities and public.

### **Supervision:**

N/A

### **Essential Work Functions:**

- Reviews submitted septic system (SSTS) designs and compliance inspections; documents and files inspection reports into department database; sends and follows up on Notices of Noncompliance to landowners, and tracks compliance data; and provides technical advice to septic professionals.
- Conducts on-site inspections of new SSTS installations; performs and documents verification of soil suitability for SSTS; and issues Certificates of Compliance.
- Researches and reviews Land Use Permit applications through on-site field inspections and aerial photograph review; verifies that proposed projects comply with the Land Use Control Ordinance.
- Manages the county E911 Address Program which includes assigning new addresses, conducting site inspections, operating GPS equipment, updating situs address information across multiple platforms, issuing work orders to Public Works for installation/replacement/repair of signs.
- Provides excellent public service, receives Land Use Permit applications, and interprets the Land Use Control Ordinance to answer public inquiries over the counter and by phone and email.
- Keeps an accurate record of land use changes; navigates and utilizes software and databases; operates office and field equipment.
- Maintains septic certification by attending continuing education as required.

### **Other Work Functions**

- Performs related work as required.

**Minimum Qualifications of Education and Experience:**

- Requires two years of formal training in tech or associate degree in environmental studies or soil science.
- Minnesota Licensed Septic System Inspector
- One (1) year of experience required.

**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		
Heavy (Over 60 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: \_\_\_\_\_