

Job Description

Position Title: Permitting Technician
Accountable To: Permitting Program Manager
FLSA Status: Non-Exempt

Primary Objective of the Position:

Performs intermediate technical work administering permits for water resource regulations, enforcing field compliance, and identifying and negotiating public-private partnerships to advance the strategic objectives of the District. Work is performed under the limited supervision of the Permitting Program Manager.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:

Implement the program’s permit administration, compliance enforcement, and partnership development efforts, working closely with the Program Manager to continuously identify issues and recommend solutions to improve program effectiveness and efficiency.

Review and approve technically complex permit applications in close coordination with the District engineer, legal counsel, Permitting Program Manager, and state and federal natural resource agencies as necessary.

Implement and administer the Wetland Conservation Act (WCA) through analyzing WCA applications; conducting and reviewing wetland delineations; coordinating with local, state, and federal agencies; issuing determinations; and investigating and pursuing enforcement of potential wetland violations.

Exercise high level of customer service in working with permit applicants to inform their project plans and guide them in complying with District rules for natural resource protection.

Prioritize and coordinate field inspections, construction oversight, and compliance to ensure that permit conditions are being met and natural resources are protected.

Oversee the resolution of compliance issues through coordination with cities, other agencies, District engineer, and legal counsel.

Identify and negotiate public-private partnerships to advance the strategic objectives of the District.

Correspond and maintain positive working relationships with cities, other agencies, builders, developers, and the public concerning District permit related activities and to promote greater natural resource benefit, manage District reputation, and promote integration of land-use and water resource planning.

Understand and apply the relationship between MCWD, City, United States Army Corps of Engineers (USACE), MN Department of Natural Resources (DNR), and WCA rules to District and partner projects.



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Prepare and present permit considerations, WCA applications, public hearings, violations, and other requests for board action to the Board of Managers as required.

Education and Experience:

Bachelor's degree and 1-3 years of experience in natural resource compliance, code enforcement, or equivalent combination of education and experience. Wetland delineation experience preferred.

Knowledge, Skills and Abilities:

Thorough knowledge of rules, permits and procedures related to wetland conservation; thorough skill creating, reviewing and processing District-related permits, reports, timesheets, correspondence, GIS related information and presentations; thorough written and oral communications skills; general skill operating standard office equipment and computer equipment including related hardware and software; general skill utilizing job-specific devices and equipment; ability to develop and maintain a working knowledge of the District's operations and policies and state rules and regulations necessary to satisfactorily complete assigned responsibilities; ability to provide superior customer service and interaction in a friendly, professional manner; ability to maintain a flexible attitude toward job responsibilities and procedural changes, helping others as needed; ability to participate in educational opportunities to stay abreast of changes related to program area; ability to develop and maintain positive, cooperative, working relationships with all District employees/consultants and the general public.

Physical Requirements:

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements:

Valid driver's license.

Erosion Control Installer certification within six months of hire.

Construction Site Management and SWPPP Design certifications within one year of hire.

Acknowledgement:

Employee

Date

Job Description

Supervisor

Date

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.