

# Murray County Position Description

**Classification:** Ditch Inspector  
**Reports to:** Murray County Engineer  
**Supervises:** No direct reports

**Department:** Highway Department  
**Location:** Murray County Highway Department  
**FLSA Classification:** Hourly/Non-Exempt

## Position Summary

This position co-ordinates all day-to-day operations pertaining to the inspection and maintenance of the county ditch drainage systems. This position serves as the principal contact for landowners/taxpayers for ditch and tile related matters and recommend solutions to the Drainage Authority. This position is responsible for the coordination of public drainage system projects and must work with several agencies. This position is appointed by the Murray County Board of Commissioners.

<b>Essential Duties and Responsibilities</b>	<b>%</b>
<p><b>Coordinates County Management of Drainage Systems</b></p> <ul style="list-style-type: none"> <li>• Performs the statutory duties of Drainage Inspector and prepares County Board reports and recommendations</li> <li>• Develops and recommends, implements and maintains administrative policies, procedures, practices and manuals related to the County’s drainage system</li> <li>• Ensures procedural requirements of repairs, improvements and other projects and processes with contractors and resources are completed</li> <li>• Manage and coordinate contacts of work orders received from the public or reported as deficiencies by the Drainage Authority or result of regular inspections</li> <li>• Responsible for understanding drainage laws in Minnesota Statute and can effectively communicate the process of filing requests for inspections, petitions for repair and improvements</li> </ul>	55
<p><b>Inspects Drainage Systems and Drainage Projects</b></p> <ul style="list-style-type: none"> <li>• Conducts field visits to survey drainage issues, determine the need and extent for maintenance work</li> <li>• Conducts meetings with landowners to discuss problems and develop possible solutions</li> <li>• Prepares repair reports to the Board and coordinates activities as directed on specific ditch issues</li> <li>• Determine if environmental and land use permits are obtained on required projects from local, state, and federal agencies</li> <li>• Interacts positively with internal and external customers</li> <li>• Conduct inspections of open ditches for compliance with MN Buffer Law</li> </ul>	25
<p><b>Responsible for County Drainage Systems Budget and Records</b></p> <ul style="list-style-type: none"> <li>• Develop annual budget and develop work plan to inspect and inventory drainage systems</li> <li>• Solicit quotes and administers contracts pertaining to ditch maintenance and repair projects</li> <li>• Coordinate updates with GIS Coordinator for maps and data bases for all County drainage systems</li> <li>• Attends seminars and programs at the state and local level</li> <li>• Attends County Board Meetings regarding drainage matters</li> <li>• Reviews and makes recommendations to the Board of all bills related to the maintenance of the drainage system</li> </ul>	15
Other duties as apparent or assigned.	5
<p>The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly</p>	

store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.

### **Qualifications**

**Education:** Minimum of a High School diploma/GED and any of the following: three years' experience directly related to drainage repair, installation and management of public ditches, **or** three years combined experience in assessment, civil engineering, construction management or natural resource management, **or** an Associate Degree in one of the following areas: agriculture, engineering, natural resource science or construction.

#### **Desired Qualifications:**

- Associate Degree in related area and government experience
- Experience or education related to Geographic Information System (GIS)
- Experience conducting or presenting at public meetings in either informal or formal settings

#### **Requirements:**

- Must be able to set precedent while administering operating rules and procedures
- Must be able to perform intermediate troubleshooting or analysis using generally prescribed procedures
- Must be able to follow Department Guidelines to perform intermediate troubleshooting
- Valid MN Driver's License
- Knowledge of accepted principles and practices of ditch management, in accordance with laws and regulations
- Knowledge sufficient to integrate aspects governing drainage, tile systems, property taxes and assessment administration as they relate to state and federal laws, agency guidance, and local ordinances and regulations

### **Physical Demands and Working Conditions**

- Requires incumbent to work inside, outside, on uneven ground, alone, with others, around others, and have contact with the public
- Incumbent may be exposed to noise, heat, cold, extreme cold, wetness, humidity, and marked changes in temperature or humidity
- Activities that occur frequently are: sitting, fine manipulating and using near vision
- Activities that occur occasionally are: standing, walking squatting, twisting, using fingers, using feet for repetitive movements, talking, hearing and using depth perception, far vision and color vision
- Activities that occur infrequently are: bending/stooping, crawling, crouching, kneeling, pushing, climbing staircases, climbing heights, reaching straight above and below shoulder level with both shoulders individually and at the same time, seeing with accommodation and peripheral vision, carrying up to 24 pounds and lifting at least 25 pounds

### **Equipment Utilized**

Ability to operate a vehicle. Must be able to use computers, phones, printers, scanners and other office equipment. This position frequently uses the County ATV and ATV trailer. Other equipment that will be used by this position include shovel, spade, laser level and hand tile probe.