

Jefferson County
Position Description

Name:

Department: Planning and Zoning

Position Title: Zoning/On-site Waste Management Technician **Pay Grade 9** **FLSA:** Non-exempt

Date: January 2025

Reports To: Planning and Development Director

Purpose of Position

This position assists the Director in administering and enforcing Jefferson County's Zoning, Floodplain, Land Division, and Subdivision ordinances. It also requires expertise in private onsite wastewater treatment system (POWTS) regulations and related administrative provisions. Additionally, the role involves applying land use planning principles and ensuring compliance with county ordinances.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Implements and enforces department ordinances, including Zoning, Private Onsite Waste Systems (POWTS), Floodplain, and Land Division regulations. Reviews and issues permits, with a focus on POWTS compliance.
- Administers and enforces the three-year septic maintenance program, including mailing notices, recording inspection data, and addressing non-compliance. Follows up on violations through corrective measures, extensions, citation issuance, or referrals to Corporation Counsel. Determines compliance with applicable codes and ordinances.
- Coordinates and assists with the Board of Adjustment meetings and Planning and Zoning meetings. This includes preparing agendas and findings of fact, representing the Department, taking minutes, and drafting formal written decisions reflecting the rulings of the Board of Adjustment.
- Provides information, guidance, and consultation to plumbers, developers, and landowners on zoning regulations, private sewage system design, installation requirements, and options permitted under state code.
- Serves as a subject matter expert in administering Zoning, Floodplain, Land Division, Subdivision, and Private Sewage System ordinances, as well as the County's land use planning policies.
- Investigates zoning and sanitary violation complaints through research, site visits, and evidence collection. Documents findings, maintains violation records with dated photographs and supporting materials, and testifies in court proceedings as needed. Coordinates enforcement efforts with Corporation Counsel, State and Federal agencies, and office staff.
- Conducts site inspections with contractors and residents to assess compliance with zoning ordinances. Interprets regulations and provides guidance on requirements and potential solutions.
- Reviews land division plats and certified survey maps to ensure compliance with County and State regulations. Conducts inspections of damaged floodplain structures and performs substantial damage assessments. Utilizes GIS resources to assist with Department functions.
- Assists with processing Wisconsin Fund applications by guiding landowners through eligibility requirements and application procedures. Provides information on available grants and supports applicants throughout the submission process. >Attends and represents the department at public hearings and committee meetings.

- Assists with maintaining and updating department databases related to zoning permits, septic inspections, and land divisions.
- Provides occasional backup support for front-desk inquiries regarding zoning and land use.
- Attends public hearings and committee meetings to represent the department, provide information, and address zoning-related inquiries.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates reliable and dependable attendance.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists in reviewing and updating internal procedures related to zoning and permitting processes. Provides input on potential ordinance updates based on field observations and enforcement trends.
- Collaborates with other departments on related projects, such as environmental health, public works, or emergency management. Assists in responding to requests from Corporation Counsel, law enforcement, or state agencies regarding zoning enforcement cases.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in environmental science and / or Land Use Planning.
- One year of related experience and or training.

Preferred Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in environmental science and/or Land Use Planning.
- Three years of related experience and or training.
- Knowledge of septic systems, permitting and installations.
- Experience with GIS and GPS units.
- Knowledge of state and local ordinances and legislation.

Other Requirements – Certificates/Licensures

- Valid driver's license.
- Private On-Site Waste Treatment Systems Inspector License & Certified Soil Tester License within 6 months of employment.
- Soil Erosion Inspector License within 6 months of employment.

Knowledge, Skills, Abilities

- Knowledge of land use, zoning, and private onsite wastewater treatment system (POWTS) regulations, including compliance and enforcement procedures.
- Knowledge of floodplain management, land division, and subdivision ordinances, as well as applicable state and federal laws.

- Knowledge of accurate record-keeping, accounting principles, and bookkeeping processes in compliance with regulatory mandates.
- Knowledge of mathematical principles, including algebra and geometry, to calculate area, volume, proportions, percentages, and other figures relevant to permitting and site assessments.
- Knowledge of professional report writing standards, technical documentation, and business correspondence.
- Knowledge of Microsoft Office Suite, GIS mapping systems, permitting software, and other relevant technology used in zoning and land management.
- Skill in interpreting and applying zoning ordinances, land use policies, and building codes to real-world scenarios.
- Skill in conducting field inspections, collecting data, and analyzing site conditions to ensure compliance with ordinances and regulations.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.
- Skill in presenting information clearly and effectively to individuals, contractors, public officials, and community stakeholders.
- Skill in preparing reports, findings of fact, and formal decisions with accuracy and clarity.
- Skill in working sensitively and professionally with individuals from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds.
- Skill in managing multiple tasks, meeting stringent deadlines, and maintaining attention to detail in a fast-paced environment.
- Ability to reliably and predictably carry out one's duties with minimal supervision.
- Ability to solve practical problems and address a variety of concrete variables where limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work collaboratively with government agencies, contractors, and the public while maintaining professionalism and objectivity.
- Ability to speak effectively before groups, including public hearings, committee meetings, and training sessions.
- Ability to write reports, business correspondence, and procedure manuals in a clear and professional manner.
- Ability to maintain confidentiality and adhere to ethical standards in regulatory enforcement.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Required to sit, stand, or walk for extended periods, including working at a desk, attending meetings, or performing on-site evaluations.
- Required to navigate safely during field inspections, including on uneven terrain, navigating construction sites, and accessing confined spaces such as excavation sites or soil borings.
- Required to lift, carry, push, or pull up to 10 pounds occasionally, such as handling files, permit documents, or small equipment.
- Required to distinguish colors and interpret soil characteristics for septic system assessments and compliance inspections.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Exposure to various environmental conditions, including extreme weather, outdoor elements, and potential hazards such as failing septic systems, excavation sites, and construction areas.
- Occasional exposure to airborne particles, fumes, or caustic chemicals during site visits and inspections.
- Noise level is generally moderate but may vary depending on work location, such as construction sites or outdoor field inspections.
- Occasional interaction with individuals who may be upset, frustrated, or volatile when discussing zoning violations, permit denials, or enforcement actions. Requires professionalism, conflict resolution skills, and the ability to remain calm in tense situations.
- Work may require presence in high-risk areas such as flood-damaged structures or steep terrain.
- Office setting includes routine use of computers, office equipment, and interaction with the public, contractors, and government agencies.

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

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date
