

**Jefferson County
Position Description**

Name: _____ **Department:** Planning and Zoning

Position Title: Zoning/Onsite Waste Management Technician **Pay Grade:** _____ **FLSA:** Non-exempt

Date: January 2025 **Reports To:** Zoning and Planning Director

Purpose of Position

The purpose of this position is to assist the Director in the administration and enforcement of Jefferson County Zoning, Floodplain, Land Division and Subdivision ordinances, as well as having working knowledge of the County's land use plan and planning principles. The position also specializes in private sewage system ordinances and associated administrative rule provisions.

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.

- Examines and processes permits related to sanitation, zoning, and land use.
- Manages, enforces and maintains state mandated 3-Year Maintenance Program, Holding Tank Maintenance Program.
- Determines compliance with codes and ordinances, authorizes extensions and/or corrective measures, and follows up with violation referrals and citation issuance with appropriate individuals for non-compliance.
- Implements and manages the septic system 3-year maintenance program including mailing post cards, entering data/inspections, following up on violations/failure to pump, referring to corporation counsel or issuing citations.
- Manages and processes Board of Adjustment meetings. Prepares agendas, attends meetings, takes minutes and writes formal decisions on behalf of the Board of Adjustment.
- Shoreline site inspections with contractors and residents, interprets zoning ordinances and provides recommendations to contractors/residents.
- Violation inspections and documentation.
- Prepares finding of facts for board of adjustment and planning and zoning committee meetings.
- Presents petitions to board and committee.
- Attends and represents the department at public hearings and committee meetings.
- Attends meetings, conferences, workshops, and classes as needed.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrate 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.

- Ability to speak in public.
- Physical ability for onsite inspections in various weather conditions

- Must be Microsoft Office Proficient.

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.
- 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.
- Soil tester and Soil Erosion Inspector License preferred.

Knowledge, Skills, Abilities

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Supervision

None.

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.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

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.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. When on-site for septic inspections or soil testing, must be physically aware of surroundings. This position requires physical capabilities of walking through excavation sites, walking the site, and up and down into soil borings. Must have ability to determine colors of soil for soil testing and determine measurements within the soil profile. The position requires exposure to elements because of the year-round inspections that take place outdoors. Also, if there is a failing septic site, there is also the possibility of being exposed to toxic waste

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
_____	_____
Human Resources	Date
_____	_____