



# **Internship: Zoning/Onsite Waste Systems**

*Explore. Thrive. Belong.*

*Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.*

## **ABOUT JEFFERSON COUNTY'S PLANNING AND DEVELOPMENT DEPARTMENT**

Jefferson County Zoning and Planning Department regulates land uses within the county through the enforcement of comprehensive zoning, shoreland, subdivision, and floodplain ordinances, as well as Wisconsin Administrative Codes to achieve their goals. The department utilizes a permitting process whereby applicants identify anticipated uses and structural setbacks, to ensure compliance with applicable codes while maintaining the health, safety, and welfare of our citizenry and integrity of our environment. The program is currently hiring a summer intern to assist the Planning and Development Department.

## **WHAT YOU WILL DO**

The purpose of this position is to enhance a student's academic, career, and personal development by gaining experience assisting the Director and Technicians in the administration and enforcement of Jefferson County Zoning, Floodplain, Land Division and Subdivision ordinances.

## **SOME ESSENTIAL RESPONSIBILITIES**

You will be successful in this role by completing the following tasks and responsibilities:

- Assists with administration of the Zoning, Floodplain, Land Division and Subdivision, and Private Onsite Wastewater Treatment System ordinances.
- Provides information, advice, and consultation with plumbers, developers and landowners regarding zoning issues and private septic system design, installations, and options allowable under state code.
- Researches, investigates, and performs site inspections and reports for the Planning and Zoning Committee and Board of Zoning Adjustment for applications and petitions. Prepares materials and reports for the Committee to decide. Attends meetings as needed.
- Researches, performs site visits, and investigates zoning and sanitary violation complaints; collects and documents evidence.
- Provides administrative and clerical support to office staff.
- Researches and prepares information regarding zoning, conditional uses, zoning amendments, and variances for the board of Adjustment and zoning Committee hearing.

### **Requirements:**

- Pursuing a bachelor's degree in environmental planning, land use planning or similar degree from a college or university.
- High school diploma or equivalent required.

### **Preferred Requirements:**

- Preferred candidate will have experience, knowledge or education related to soil science and/or geographic information system (GIS).

### ***Wage***

This internship pays \$15.00/hour.

### ***Employees at Jefferson County Value***

*\*Competitive Pay\* Great Coworkers\* Flexibility\* Advancement & Opportunity\* Family Feel\**

**HOW TO APPLY:** For a full job description and link to apply online, please visit the County's web site at [jeffersoncountywi.gov](http://jeffersoncountywi.gov). *Jefferson County is an Equal Opportunity Employer*