

**Jefferson County
Position Description**

Name: _____ **Department:** Planning and Zoning
Position Title: Zoning/Onsite Waste Systems Tech **Pay Grade:** 9 **FLSA:** Non-exempt
Date: June 2020 **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.

- Provides expertise in the administration of the Zoning, Floodplain, Land Division and Subdivision, and Private Sewage System ordinances, as well as the County's land use planning.
- Provides information, advice, and consultation with plumbers, developers and landowners regarding zoning issues and private sewage system design, installations and options allowable under state code.
- Assists Director of Planning and Zoning with all department functions. Makes decisions on behalf of the Planning and Zoning Director in his/her absence.
- Researches, investigates and performs site inspections and reports for the Planning and Zoning Committee and Board of Zoning Adjustment for potential applications and for proposed petitions. Prepares materials and reports for the Committee to make a decision, attends public hearings, and provides staff report.
- Researches, performs site visits, and investigates zoning and sanitary violation complaints; collects and documents evidence, and testifies in court proceedings. Coordinates the enforcement of the zoning and sanitary ordinance with Corporation Counsel, State and Federal agencies, and office staff. Keeps and maintains file of violations including dated photographs and/or other evidence.
- Researches and prepares information regarding zoning, conditional uses, zoning amendments, and subdivision variances for the board of Adjustment and zoning Committee hearing. Testifies at Board of Adjustments and participates in zoning proceeding.
- Reviews land division plats and certified survey maps for compliance with County and State regulations. Inspects all damaged floodplain structures and performs substantial damage assessments.
- Assists in the processing of Wisconsin Fund applications. Informs landowners of grant possibilities and assists them in the processing of the applications.
- Prepares detailed charts, reports, computer mapping, forms, correspondence, and memos regarding zoning and private sewage systems.
- Utilizes GIS resources to assist with Department functions.
- 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.

- Provides administrative and clerical support to office staff.

Minimum Training and Experience Required to Perform Essential Job Functions

- Four years related experience and/or training; or a bachelor's degree from a college or university in Environmental Science, Land Use Planning or other related field; or an equivalent combination of education and experience.
- High school diploma or equivalent required.

Preferred Training and Experience Required to Perform Essential Job Functions

- Five years related experience and/or training; or a bachelor's degree from a college or university in Environmental Science, Land Use Planning or other related field, plus two years of experience; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Valid driver's license.
- POWTS Inspector License within 6 months of employment.
- Certified Soil Tester License within 6 months of employment.

Knowledge, Skills, Abilities

- Ability to apply concepts of basic algebra and geometry.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to meet stringent deadlines and to accurately perform and complete written and oral procedures applicable to assigned duties.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to reliably and predictably carry out one's duties.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to write reports, business correspondence, and procedure manuals.
- Experience working sensitively with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds in public health settings.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.

- 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.

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.

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

 Supervisor

 Human Resources

Date

 Date

 Date
