

## Land Use Specialist – Minocqua

Oneida County Planning & Zoning is accepting applications to fill a full time Land Use Specialist position in the Minocqua office. This position specializes in commercial applications or large-scale developments with the ability to perform technical reviews associated with State and County regulations involving conditional use permits, pier/berth regulations, sanitary permits, subdivisions, floodplain, airport height, and condominium submittals. Starting 2017 hourly rate of \$19.81 to \$25.47 per hour plus excellent fringe benefit package.

Qualified individual must have four-year degree in Planning, Soils, Land Surveying, Environmental Science, Resource Management, Plumbing, Legal Land Descriptions or related field plus two years' work experience in one of these areas; candidates with two years education and four years' work experience in one of the above listed areas will also be considered. Position also requires valid WI driver's license, knowledge of local, County, State and Federal zoning laws, experience in the use of computer hardware and software, ability to obtain a Notary Public certification and POWTS Inspector II certification within 6 months of hire; Erosion control and Certified Soil Tester certification desirable.

Complete job description and required Oneida County application are available at the Northern Advantage Job Service Office at 51A N. Brown Street, Rhinelander, WI 54501 (715) 365-1500 or at [www.oneida.wi.gov](http://www.oneida.wi.gov). Completed application, resume, cover letter and college transcripts are due at the Job Service Office by **Tuesday July 25, 2017 at 4:30 p.m.**

EOE/AA

**ONEIDA COUNTY**  
**Job Description**

**Job Title:** Land Use Specialist  
**Department:** Planning and Zoning  
**Reports To:** Planning Manager  
**FLSA Status:** Nonexempt  
**Prepared By:** Karl Jennrich  
**Prepared Date:** July 2015  
**Approved By:** Lisa Charbarneau  
**Approved Date:** July 2015

**SUMMARY** Specializes in commercial applications or large-scale developments with the ability to perform technical reviews associated with State and County regulations involving conditional use permits, pier/berth regulations, sanitary permits, subdivisions, floodplain, airport height, and condominium submittals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Reviews Conditional Use Permit applications for completeness and Code conformity; specializes in commercial applications or large-scale developments; identifies areas of concerns and controls to lessen negative impacts; attends numerous meetings including Planning and Zoning Committee, Board of Adjustment and public hearings.

Reviews subdivision and condominium plans.

Reviews and issues zoning permits; examines all applications for completeness and accuracy; interviews applicants and provides assistance to the public with their inquiries regarding office procedures, ordinance requirements and state codes; reports deficient applications to immediate supervisor; performs on-site inspections of proposed building sites, landfill areas, tree removal areas, lakebeds, wetland areas and structural renovations; performs on-site inspections as required for training and maintaining knowledge, skills and ability.

Actively involved in Code enforcement activities including investigation and issuing Citations following department rules and procedures; works cooperatively with Corporation Counsel office in enforcement activities including evidence gathering, record keeping, monitoring and testifying.

Responsible for Pier and Berth structures as they relate to zoning ordinances; works with public and government agencies on issues related to same.

Any other duty as assigned.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of local, County, State and Federal zoning laws.  
Knowledge of septic system designs pertaining to installation and inspection of septic systems.  
Knowledge of subdivision planning, floodplain concepts, general construction techniques, map reading and surveying.  
Ability to read and understand legal land descriptions.  
Ability to use computer hardware, software and accessories.

### **EDUCATION and/or EXPERIENCE**

Four year college degree in Planning, Soils, Land Surveying, Environmental Sciences, Resource Management, Plumbing, Legal Land Descriptions or related field plus two years work experience in one of these areas, or

Two year Associate Degree in one of the above areas and four years of direct work experience in one of these areas.

### **LANGUAGE SKILLS**

Good oral and written communication skills

### **MATHEMATICAL SKILLS**

Basic math including adding, subtracting, multiplying and dividing.

Good math skills in relation to surveying and general construction techniques.

### **REASONING ABILITY**

Ability to obtain and interpret facts gathered through inspections.

Ability to interview applicants to obtain complete information about permit requests.

Ability to make sound judgements based on available information.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

POWTS Inspector II within 6 months of hire, Erosion Control, and Certified Soil Tester Certification desirable.

Wetland Delineation as required by management dictated by work assignments.

Valid Wisconsin Driver's License.

Ability to obtain Notary Public Certification.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to traverse a variety of ground including climbing over rocks, climb and descend hills, climb in and out of ditches or pits, step over fallen trees, and so forth.

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

Work may be performed in the extreme weather conditions of this area with possible fluctuations in temperature.