

ZONING TECHNICIAN

Oneida County seeks a Zoning Technician for the Planning and Zoning Rhinelander office to work with the public involving completion and issuing of a variety of permits, performing field inspections, issuing citations, investigating complaints, providing written reports, assisting with the enforcement of zoning violations, inspecting septic systems and performing general office work. Starting 2018 hourly rate of \$20.11 to \$21.26 per hour with excellent fringe benefit package.

Qualified individual must have a Bachelor degree in Planning, Soils, Land Surveying, Environmental Sciences, Resource Management, Plumbing, Legal Land Descriptions or related field and two year direct work experience in one of the above areas, OR Associates degree and four years direct work experience in the one of the above areas OR High School degree with six years direct work experience in one of the above areas; POWTS, POWTS Maintainer and Certified Soil Tester certifications required upon hire; ability to obtain Erosion Control Certification and Notary Public certification within six months of hire; valid WI driver's license; knowledge of computers and GIS technology; knowledge of local, county, state and federal zoning laws.

Complete job description and required Oneida County application can be obtained at www.oneida.wi.gov or Northern Advantage Job Service, 51A N. Brown St., Rhinelander, WI 54501. Complete application and college transcripts are due at the Job Service Office by 4:30 p.m. on Friday, March 30, 2018.

EOE/AA

Oneida County Job Description

Job Title: Zoning Technician
Department: Planning and Zoning
Reports To: Section Chiefs
FLSA Status: Non-Exempt
Reviewed By: Karl Jennrich
Reviewed Date: March 2018
Approved By: Lisa Charbarneau
Approved Date: March 2018
Reviewed Date: _____

SUMMARY Assists with the administration of County zoning and sanitary programs and enforcement of ordinances. Works with the public completing and issuing a variety of permits. Performs field inspections and issuing citations and/or guidance to properly remedy land use problems.

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

Investigates complaints, provides written reports, prepares correspondence to "violators", issues orders to remedy violations and conducts follow-up inspections; attempts to obtain voluntary compliance; works with Corporation Counsel office; testifies in court; issues citations, works with various local, State and Federal regulatory authorities and County offices (Supervisors, Dept. of Natural Resources, US Army Corps of Engineers).

Performs on-site inspections of proposed building sites, landfill areas, tree removal areas, lakebeds, wetland areas and structural renovations; investigates complaints, nuisances or reported ordinance violations, issues citations, reports violations, takes necessary steps to insure compliance; issues written reports; testifies at public hearings and court proceedings. Compile folders, maintain files, take and print digital images.

Explains permit application procedures; assists the public in completion of necessary permit applications; reviews completed applications for completeness and accuracy, issues permits.

Reviews septic evaluations, soil boring and recommends issuance of Sanitary Permits; processes permit once issued.

Attend POWTS training courses. Stay in touch with new sanitary codes.

Maintains files of applications, permits and other relevant information.

Attends a variety of meetings providing information on Zoning matters; provides educational training and materials.

Does inspection onsite: walk-out (Shoreland Alteration Permit), wetland delineation, Ordinary High Water Mark, silt fence/erosion control, floodplain, and mitigation.

Miscellaneous activities including answering the telephone, providing walk-in traffic with answers to a variety of questions, prepare letters and memos and make presentations as necessary.

Prepares mitigation requirements, basic sanitary questions, and shoreland alteration requirements.

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.

Must be knowledgeable of local, county, state and federal zoning laws.

Must know soil types, land use, land and water control and surveying.

Must possess ability to apply zoning and sanitation codes and regulations as well as be able to obtain and interpret facts gathered through inspections.

Position requires the ability to accurately prepare reports and provide testimony for court use.

Knowledge of and ability to use computer hardware, software and accessories, and digital imaging.

Must be knowledgeable of GIS technology and uses.

Must be able to read and understand legal land descriptions and maps.

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, OR

High school degree or GED and six years direct work experience in one of these areas.

In evaluating candidates for this position, consideration may be given for a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position. Normally the education may be substituted for experience, or experience substituted for education on a year for year basis.

LANGUAGE SKILLS Good verbal and written communication skills.

MATHEMATICAL SKILLS Must possess good mathematical skills.

REASONING ABILITY Ability to evaluate situations and make good independent decisions.

CERTIFICATES, LICENSES, REGISTRATIONS

POWTS, POWTS Maintainer, ability to obtain Erosion Control Certification, and Certified Soil Tester certifications.

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.