

	Start	6MO	1YR	2YR	3YR
Bi-Weekly	\$ 1,683.28	\$ 1,748.24	\$ 1,814.01	\$ 1,839.99	\$ 1,865.98



Zoning Technician

Grant County Conservation, Sanitation, and Zoning is recruiting for a Zoning Technician. This position is responsible for the implementation of Grant County Zoning Ordinances and State Laws related to land use control. Work may include but is not limited to, reviewing, approving and overseeing the implementation of zoning permits, planning for changes in land use control, assisting the public in achieving compliance with regulations and enforcing policies, ordinances and laws. This position will also assist the Sanitation Technician in the approval and implementation of the sanitary permit program.

Minimum Qualifications

Education:

1. Graduation from high school or high school equivalency
2. Possession of a valid driver's license
3. Associate degree in land use planning, soils or related field; bachelor's degree preferred
4. Registration as a Private Onsite Wastewater Treatment System (POWTS) Inspector and Certified Soil Tester by the State of Wisconsin within three months of employment (first exams paid by Grant County; retake exams are at employee expense)

Experience:

1. Two years' experience in implementing Comprehensive Zoning, Shoreland, Floodplain and Non Metallic Mining Ordinances
2. Preferred experience in development of Comprehensive Plans

Note: Equivalent combinations of job related education and experience may be considered

How to Apply: A [Grant County application for employment](#) and [job description](#) may be obtained at www.co.grant.wi.gov or by contacting the Grant County Personnel Department (608)723-2540. **Letter of interest, resume, and Grant County Application are required.** Application materials must be on file, completely filled in, no later than **4 p.m. on December 2, 2016 to:**

Grant County Personnel
 111 S. Jefferson St.
 PO Box 529
 Lancaster WI 53813

This is an Affirmative Action/Equal Employment Opportunity employer (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.

GRANT COUNTY JOB DESCRIPTION

TITLE: Technician (Zoning)

DEPARTMENT/ AGENCY: Conservation, Sanitation, and Zoning Department

IMMEDIATE SUPERVISOR: Administrator of Conservation, Sanitation, and Zoning Department

PAY RANGE: Schedule 2; Grade 15

FLSA: Exempt - Professional

NATURE OF WORK

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Knowledge, Skills and Abilities:

1. Knowledge of the basic principles and practices of land use planning, state and county laws, rules and regulations
2. Knowledge of county zoning floodplain, shoreland, subdivision non-metallic mining, and POWTS ordinances
3. Processes various rezone and variance applications and presents cases to respective boards for approval
4. Knowledge of state statutes and administrative rules
5. Ability to secure facts through investigations and inspections
6. Ability to read and analyze maps
7. Ability to analyze and compile information on zoning problems and violations
8. Ability to communicate clearly, concisely and tactfully - orally and in writing
9. Ability to work effectively and harmoniously with others

ESSENTIAL FUNCTIONS

Under general direction

1. Make on-site investigations to determine compliance with the zoning ordinances of the County
2. Reviews zoning permits and follow up on installation
3. Assist Sanitation Technician with POWTS related issues

4. Assist with Annual Continuing Education Program for local plumbers and pumpers
5. Investigate public health nuisance complaints related to septic systems
6. Answers telephones, providing information and assistance regarding zoning and sanitary issues
7. Maintains landowner files with permits, reports and documentation
8. Completes monthly and annual reports as required by county and state departments
9. Operates and maintains computer system to create reports, draft maps, surveys, septic system plans, etc.
10. Schedule various appointments, interviews and meetings as required
11. Organizes public hearings as required
12. Perform such other duties as may be assigned

SUPERVISION RECEIVED

General and specific assignments are received and work is performed according to methods and procedures with allowance for some independence in judgment in accomplishing the assignments.

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS

Dexterity in moving, picking up objects and operating office equipment is required. Travel within the county in all kinds of weather. Works primarily in general office setting with regular outdoor inspection visits. May have exposure to severe weather conditions, construction sites, and uneven terrain.

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 11/01/2016