



Oneida County

## **ZONING TECHNICIAN**

**Full-time – Planning & Zoning**

Oneida County is accepting applications for a full-time Zoning Technician with the Planning & Zoning Department. This full-time (40 hours per week) position will work at the Minocqua office on job duties involving the public in 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 2024 wage rate of \$26.40 to \$27.91 per hour with excellent fringe benefit package.

Qualified individual must have a four-year degree in Planning, Soils, Land Surveying, Environmental Sciences, Resource Management, Plumbing, Legal Land Descriptions or related field and two years 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 (or equivalent) and six years direct work experience in the above areas. Maintain or obtain within six months of hire a POWTS (Private Onsite Wastewater Treatment System Inspector) certification. A WI Certified Soil Tester certification is preferred within six months of hire, however employee can have up to one year after hire to obtain this certification. Qualified individuals must also have a valid WI driver's license, knowledge of computers and GIS technology, ability to work independently and an understanding of local, county, state and federal zoning laws.

Complete job description and **required** Oneida County application available at [www.co.oneida.wi.us](http://www.co.oneida.wi.us). Completed application, resume and any college transcripts should be mailed to Oneida County LRES, P.O. Box 400, Rhinelander, WI 54501 or emailed to [jlueneburg@oneidacountywi.gov](mailto:jlueneburg@oneidacountywi.gov).

**Deadline to apply is Tuesday, February 13, 2024 at 9:00 a.m.**

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:** January 2020  
**Approved By:** Lisa Charbarneau  
**Approved Date:** January 2020

### **SUMMARY**

Assist with the administration of county zoning, floodplain, land division, and sanitary programs, as well as enforcement of those ordinances. Works with the public completing and issuing a variety of permits. Performs field inspections and issuing citations and/or guidance to remedy land use issues.

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

Investigate complaints; provide written reports; prepare correspondence to those who violate the ordinances; issue orders to remedy violations and conduct follow-up inspections; attempt to obtain voluntary compliance; work with Corporation Counsel office on issues pertaining to the department; issue citations and testify in court; work with various local, state and federal regulatory authorities.

Perform on-site inspections for proposed building sites, structural renovations, landfill areas, tree removal/shoreland alteration areas, ordinary high water mark and lakebed determinations, wetland delineation, silt fence/erosion control, floodplain, and mitigation; review/assist with mitigation requirements; investigate alleged violations; report violations, take necessary steps to ensure compliance; completes written reports; testify at public hearings and court proceedings as required. Compile/maintain files, take photos at sites and maintain digital images.

Assist the public with permit application procedures and completion of permits; review a variety of applications for completeness and accuracy and determine whether projects comply with ordinance standards and approve or deny.

Review septic system evaluations, soil evaluation reports and recommend issuance of sanitary permits; process permits.

Attend conferences, workshops, or seminars to stay up-to-date on sanitary codes, zoning laws and information pertinent to ordinance administration.

Compile and maintain files of applications, complaints and other relevant information. 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; responding to email.

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.

1. Knowledge of local, county, state and federal zoning laws and processes.
2. Ability to read, interpret, apply and explain provisions of zoning related ordinances and statutes and apply proper regulations.
3. Ability to secure facts through on-site investigations and inspections and maintain accurate records.
4. Ability to enforce codes and regulations and handle public relations problems firmly.
5. General knowledge and use of computer applications including word processing, spreadsheets and GIS.
6. Ability to work independently, with little supervision, including prioritizing and scheduling workloads appropriately and ability to manage a multitude of tasks.
7. Ability to identify and interpret soil/site evaluations.
8. Ability to effectively, truthfully, tactfully and with courtesy communicate with elected officials and the general public, utilizing both written and verbal skills, Ability to write detailed reports and correspondence and to make public presentations.
9. Ability to accurately prepare reports and provide testimony for court use.
10. Ability to read and understand blueprints, construction sketches, aerial photographs, legal descriptions, plats, certified surveys, zoning and floodplain maps.

## **EDUCATION and/or EXPERIENCE**

1. 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
2. Two year Associate Degree in one of the above areas and four years of direct work experience in one of these areas, OR
3. 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.

## **MATHEMATICAL SKILLS**

Ability to calculate a variety of mathematical problems.

## **REASONING ABILITY**

Ability to evaluate situations and make good independent decisions.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

1. WI Private Onsite Wastewater Treatment System Inspector or obtain within six months.
2. WI Certified Soil Tester or obtain within six months.
3. Wetland Delineation as required by management dictated by work assignments.
4. Valid Wisconsin driver's license.

**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.