

Florence County Job Description

Position Title: Assistant Zoning Administrator/Solid Waste Recycling Coordinator

Department: Planning and Zoning

Reports To: Planning and Zoning Administrator

FLSA Status: Full-Time (40 hours per week)/Non-Exempt

Salary Range: \$20.00 - \$29.50

Salary Grade/Level: 7

Position Summary: Researches, documents, field investigates and assists in seeking the correction of violations of the County Ordinances and State Administrative Codes administered by the Zoning Office. Ordinances include, but are not limited to, the Florence County Comprehensive Zoning Ordinance, Shoreland and Wetland Ordinance, Floodplain Ordinance, Non-Metallic Mining Reclamation, Minimum Housing Code, Road Naming and Addressing, Livestock Ordinance, Small Demolition Waste Landfill, Uniform Dwelling Code, Ordinance Regulating Storage and Disposal of Automobiles, Tires, Junk and Other Miscellaneous Waste, Private Sewage System Ordinance, Land Division Ordinance and Florence County Solid Waste and Recycling Ordinance.

Essential Functions:

- Research, document, and file investigations of violations of the County Ordinances and State Administrative Codes administered by the Zoning Office.
- Research records in various County offices to ascertain whether County permits were issued on properties in accordance with County rules and regulations, and to determine ownership of properties.
- Field visits to verify County Ordinance and Administrative Code violations.
- Prepare documentation including drawings, sketches, measurements and photographs, as necessary.
- Compile and prepare documentation and draft County orders, process once approved by Zoning Administrator.
- Perform follow-up visits as necessary to ascertain whether there has been compliance or non-compliance with the County Ordinances and State Administrative Codes administered by the Zoning Office.
- In case of non-compliance, prepare documentation for Zoning Administrator; appear in court as needed.
- Review Certified Soil Reports submitted and assist Soil Testers and Plumbers on problem sites.
- Review plans for Private Onsite Waste Treatment Systems and issue Sanitary Permit after review.
- Inspects Private Onsite Waste Treatment Systems in the field for compliance.
- Issue Land Use Permits and assist the public regarding codes and methods of obtaining required permits.
- Assist applicants and prepare informational packets for public hearings; prepare meeting agendas and minutes.
- Attend continuing education training and Wisconsin County Code Administrator meetings.
- Prepare annual mailings for Non-Metallic Mining Fees and compile annual report for Non-Metallic Mining program for state agency.
- Assist Zoning Administrator with annual training seminars for professional groups such as realtors, and others as requested.
- Assist Zoning Administrator with education presentations for local schools and civic organizations on the environmental health and zoning programs.
- Assist with educational presentations to prospective applicants and future home buyers via handouts and other communications as needed.
- Assist with preparation of educational booklets and other materials used by the department.
- Assist with audits of state mandated programs.

Recycling Coordinator Functions:

- Maintain a county-wide recycling plan that will ensure compliance with both State and Federal recycling objectives, acceptable to the towns within the county, and specifically outline accounting procedures for funding utilized for the recycling program at Town and County level.
- Prepare separate contractual agreements with each township, designating responsibilities of the program, enabling the county to assume the responsible unit status for procurement of recycling grant funding and also

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have provisions for dissolving of such an agreement at which time it is no longer beneficial to the towns or county.

- Maintain a thorough knowledge of the recycling program and provide assistance in acquiring markets for recyclables. Apply for special grants when available.
- Maintain a Compliance Assurance Plan (CAP), a policy established for standard guidelines that will lead to compliance with the Recycling Ordinance.
- Maintain bills and coordinate pickups between drop-off sites and contractors as needed.
- Prepare and sign annual application for recycling grants to responsible units for state agency.
- Prepare and sign annual report for the recycling program accomplishments and actual costs for state agency.
- Responsible for the recycling budget.
- Prepare for recycling DNR state audits.
- Schedule and conduct Recycling Management Board meetings.
- Any and all other concerns related to the recycling program.

Supervisory Requirements:

- N/A

Education:

- High School Diploma required.
- Previous experience in land use planning, zoning, sanitation, solid waste management, recycling, surveying and code enforcement preferred.
- Must be a certified in Private Onsite Waste Treatment Systems (POWTS) and a Licensed Certified Soil Tester, or the ability to obtain required certification and licensing within six (6) months from date of hire.

Knowledge, Skills and Abilities:

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

- Excellent written and verbal communication skills; ability to communicate effectively to various groups and individuals.
- Knowledge of State and Local codes, soils, land descriptions, private sewage, and environmental health and land use laws and principals.
- Ability to obtain and interpret facts through inspection and investigation.
- Ability to understand licensing and prepare clear and concise reports.
- Strong computer skills in Microsoft Office, GPS Unit Software; exposure to ARC-VIEW, WisFIRS, and RAVEN preferred.
- Must possess or acquire a valid Wisconsin driver's license and a reliable vehicle to be used for work purposes.
- Have the ability to work cooperatively with others including: department employees, contractors, County employees, County officials, private landowners, clubs, organizations and the general public.

Physical Requirements:

- Must have the ability, stamina and willingness to travel over long distances, over rough terrain, on foot, and in all types of weather.
- Must have the ability to perform all types of property and sanitary inspections, including walking in wilderness areas, climbing steep hills and getting in and out of excavations for sanitary systems.
- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear. Occasionally required to stoop, kneel, or crouch.
- Regularly lift and or move up to 25 pounds and occasionally lift or move up to 50 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

Residency Requirement:

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- Must live within the State of Wisconsin or will move to the State of Wisconsin within one year.

Work Environment:

- Portion of work week spent in an office environment. Minimal noise level.
- Regularly exposed to and working in outside weather conditions.

Employee Acknowledgement:

I acknowledge that I have received a copy of the Assistant Planning and Zoning Administrator job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

Signature

Date

Printed Name