

**Oconto County
Job Description**

Job Title: Enforcement Technician
Position #: 40302
Department: Land & Water Resources
Division: Planning, Zoning & Solid Waste
Reports To: Planning, Zoning & Solid Waste Administrator
FLSA Status: Nonexempt
Pay Classification: Grade H
Work Comp Code: 9413
EEO Code: 13-03
Approved Date: 09/05/2017

SUMMARY

Responsible for enforcing zoning, sanitary, recycling/solid waste, animal waste, mining ordinances by investigating potential violations and taking appropriate corrective action.. May be asked to assist with other various duties including, but not limited to issuing land use permits, performing POWTS inspections and assisting with the recycling program.

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

Enforces zoning, sanitary, animal waste and nonmetallic mining ordinances by:

- a. Performing property inspections to verify and document ordinance violations
- b. Issuing violation notices, enforcement orders and citations
- c. Overseeing correction and/or cleanup of violations to ensure compliance with applicable ordinances

Coordinate with local Law enforcement agencies with case management and/or receive/transmit referrals and sensitive legal information.

Inspects sites prior to construction to ensure that a proposed land use will comply with applicable ordinances

Reviews and issues land use permits

Inspects properties after construction to verify compliance with permits

Performs inspections of septic systems and ensures that location and construction are according to approved permit specifications and the state plumbing code

Assists the County Health Officer on matters pertaining to public health and nuisances within the county

May assist with the Oconto County Recycling Program in the collection and processing of recyclables

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

SUPERVISION RECEIVED - This factor appraises the degree to which the positions immediate supervisor provides guidance and oversight.

Employee receives little guidance and oversight by supervisor and works for the most part on their own.

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.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience in land use, regulatory issues, planning and zoning, real estate or related field.

Knowledge of Zoning, Animal Waste and Sanitary Ordinances, laws and regulations

Knowledge of land use, soils, waters and other natural resources.

Ability to obtain and interpret facts gathered through inspections.

Ability to analyze factual situations and make decisions concerning enforcement.

Ability to prepare clear and detailed reports

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Capable of using tact and diplomacy in dealing with county employees, Tax Lister, Register of Deeds, County Surveyor, Corporation Counsel, DNR, Town Officials, Surveyors, Realtors and Developers, Attorneys, County Officials, and the general public

Ability to read and interpret blueprints, construction sketches, aerial photographs, legal descriptions, plats, certified surveys, zoning maps, wetland and floodplain maps.

Ability to read, interpret, apply, and explain provisions of zoning, sanitary, land division and related ordinances.

Ability to establish and maintain effective relationships with plumbers, building contractors and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CONFIDENTIAL DATA

This factor appraises the integrity and discretion required to safeguard confidential data. This factor takes into consideration the character of the data, the amount of time the employee works with the data and the impact if the data was released.

Employee receives anonymous complaints regarding violations from persons who request confidentiality and possible protected medical information (includes electronic PHI). Capable of processing information and data in a confidential and professional manner.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Drivers License, including insurance. POWTS Inspector.

MATERIALS AND EQUIPMENT USED

General office equipment, computer, keyboard, printer, calculator, photocopier.

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.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

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.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee occasionally encounters individuals that may be under emotional stress. The noise level in the work environment is usually moderate.

DISCLAIMER

The above statements are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required by personnel so classified.

Oconto County is an Equal Opportunity and Affirmative Action Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.