



SAUK COUNTY
invites applications for the position of:
**Land Use/Sanitation
Technician**

An Equal Opportunity Employer

SALARY: \$27.49 Hourly

OPENING DATE: 06/29/18

CLOSING DATE: 07/15/18 11:59 PM

DESCRIPTION:

The purpose of the Land Use/Sanitation Specialist is to perform professional work reviewing, interpreting, and enforcing zoning applications and codes and to provide technical information to the public on zoning, land use, non-metallic mining reclamation, and POWTS matters.

ESSENTIAL DUTIES:

Provide technical information and assistance to the public and town officials concerning zoning, land division, shoreland, floodplain, POWTS, and non-metallic mining as well as permit and appeal processes, and other related land use regulations and processes.

Investigate and respond to code compliance complaints by inspecting sites, collecting evidence, notifying landowners of violation and meeting with landowners to seek compliance; makes recommendations for corrective actions and sets deadlines. Issues citations in accordance with department policies and procedures.

Prepare and present reports, research, and information to management staff on zoning/planning related items.

Enforce all County land development, zoning, shoreland, floodplain/wetland, non-metallic mining reclamation, uniform addressing, and POWTS ordinances under the direction and supervision of the Planning and Zoning Manager and/or Director.

Review land use, shoreland, floodplain, and sanitary permit application; determines if permit applications are complete and in regulatory compliance with federal, state, and county ordinances and laws and issues land use, sanitary and other related permits.

Process conditional use permit, variance, special exception, appeals, rezoning (map amendment) applications; verify if the application is complete, prepare and present staff reports and findings of fact and recommendations to the Conservation, Planning, and Zoning Committee or Board of Adjustment; verifies that conditions of approval are met.

Administer non-metallic mining reclamation program by reviewing mine operation for code compliance, verify reclamation plans and amount and release of financial assurance; calculate financial assurance costs and monitor mine activity and reclamation; certify completed reclamation with supporting field investigation and report; and monitor all blasting.

Conduct informational meetings for contractors, surveyors, local building inspectors, and septic pumpers regarding land use planning, and zoning and sanitary permits.

ADDITIONAL TASKS:

Establish and maintain effective working relationships with state and local agencies, elected officials, and the public.

Conduct field inspections, which include but are not limited to soil onsite, plumbing, shoreland, floodplain, wetland, private sewage systems and soil evaluations, and land use reviews to determine compliance with applicable County codes and ordinances; records the findings and results of on-site and field inspections made and of other official actions in files.

Assist with the administration of the septic and holding tank maintenance program.

Review soil test reports for compliance with applicable codes.

Assist with grant programs and other private septic systems maintenance programs

Assist in wetland, floodplain and zoning determinations; refer to DNR staff or department management when necessary.

Assist in the preparation of informational materials for office files and zoning ordinances.

Assign fire numbers; prepare and install fire signs in compliance with the Rural Identification System Ordinance; coordinates such information with the Land Records Department and Emergency Management.

Perform other duties as assigned.

MINIMUM TRAINING AND EDUCATION:

Required: Bachelor's degree in Planning, Engineering, Landscape Architecture, Geography, Soil Science or another related field
2 years of soil inspection experience
2 years of plumbing inspection experience
1 year experience in enforcement of laws, codes, and ordinances pertaining to land use, zoning, non-metallic mining reclamation and POWTS

Licenses/Certifications: Soil Tester certified
Plumbing Inspector's License

Preferred: Project management experience
4 years of soil inspection experience
4 years of plumbing inspection experience
3 years experiences in enforcement of laws, codes and ordinances pertaining to land use, zoning, non-metallic mining reclamation and POWTS

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.sauk.wi.us>

Job #3119
LAND USE/SANITATION TECHNICIAN
SB

OUR OFFICE IS LOCATED AT:
505 Broadway
Baraboo, WI 53913

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careers@co.sauk.wi.us

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