

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CODE ENFORCEMENT OFFICER

DEPARTMENT: LAND USE PLANNING & ZONING

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR OF LAND USE PLANNING & ZONING

SUMMARY:

Under the supervision of the Director of Land Use Planning & Zoning is responsible for the enforcement and administration of land use ordinances, regulations, and laws duly adopted within the jurisdiction of the department.

PRIMARY DUTIES AND RESPONSIBILITIES: (ILLUSTRATIVE AND NOT INCLUSIVE)
(Relating to the administration and enforcement of General Zoning, Land Division, Nonmetallic Mining Reclamation, and Private Onsite Wastewater Treatment Systems (POWTS) ordinances)

- Accepts and reviews land use and sanitary permit applications, conducts inspections and may issue certificates of compliance in accordance with applicable ordinance standards.
- Accepts and investigates complaints.
- Conducts field inspections.
- Issues violation orders when appropriate; maintains contact with alleged violator to effect compliance; issues citations as needed. Appears in court when necessary to represent the County in matters related to ordinance violations.
- Conducts field and/or office investigations of matters pertaining to ordinances for zoning, nonmetallic mining reclamation, soil tests, private sewage systems standards and other similar issues to assist in their administration and enforcement.
- Conducts the initial contact with applicants for variances, rezoning, and conditional use permits. Reviews requests and inspects the sites.
- Prepares staff reports.
- Represents the Department at Land Use Planning and Zoning Committee or the Board of Adjustments public hearings.
- Evaluates, interprets and enforces ordinances, other laws and regulations related to General Zoning, Land Division, Nonmetallic Mining Reclamation, and POWTS ordinances.
- Manages the County's POWTS Maintenance Program.
- Serves as back-up for the administration and enforcement of Shoreland Zoning and Floodplain Zoning ordinances.
- Other duties as assigned by the director of the department.

SKILLS AND ABILITIES:

- Knowledge of local, state and federal laws, codes, and regulations that pertain to the duties assigned, knowledge of environmental health, and land use laws and principals.
- Ability to apply zoning/land use and sanitation codes to individual situations.
- Ability to obtain and interpret facts through inspection and investigation
- Ability to create accurate and well written reports that will be suitable for public record and as evidence in court actions.
- Ability to deal effectively with the public, other agencies, and co-workers.
- Proficient with the use of Geographic Information Systems (GIS), Microsoft Excel, and Microsoft Word.
- Skill in the use of general office equipment, including, but not limited to: Computer workstation, calculator, drafting tools, measuring tools, digital camera, shovel, soil auger, bit driver, laser level and grade rod, soil trawl, clinometers, telephone, fax machine, or similar machines necessary to perform essential functions.

QUALIFICATIONS:

EDUCATION: A Bachelor's of Science Degree in related field is required (i.e., Natural Resources). A Bachelor's of Science in Soil Science or Wastewater Treatment is preferred.

EXPERIENCE / JOB KNOWLEDGE: Must be certified by the State of Wisconsin as a Soil Tester and POWTS Inspector or be willing to obtain these certifications within six (6) months of hire date. Must have at least three (3) years of working experience in zoning/land use, sanitation, and code enforcement OR any equivalent combination of education, training, and/or experience that provides the necessary knowledge, skills and abilities. Must possess and maintain a valid Wisconsin driver's license and have access to an insured automobile.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, and handling objects. Activities done 85% of the time include walking, sitting, using far and near vision. Activities done 20% of the time include stooping, kneeling, climbing, reaching, low to medium lifting and carrying (10 to 50 lbs.), Occasional lifting/sliding of 150 pounds is required. Crouching, balancing, bending or twisting, would be required. Other actions may be required in unusual or non-regular situations. The Department reserves the right to assess the medical and physical fitness of each employee's ability to fully perform the expected duties of the position.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: 50% of time is spent indoors and may involve contact with other workers and the general public and 50% of the time is spent outdoors and exposed to wet and/or humid conditions and both cold and hot weather.

This is a public service position. Employees are required to be courteous, cooperative, and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative, and respectful working relationships with other employees, supervisors, and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its' judgment, to be proper.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.

February 2019