

WOOD COUNTY

POSITION DESCRIPTION

CODE TECHNICIAN

Planning and Zoning

GENERAL FUNCTION

The purpose of this position is to administer and implement the county's private sewage system program according to applicable state statutes and administrative codes.

REPORTS TO

Code Administrator and Planning & Zoning Director.

SUPERVISES

No supervisory responsibilities.

RESPONSIBILITIES

A. ESSENTIAL FUNCTIONS

1. Inspects private onsite wastewater treatment systems (POWTS), for compliance with permit and state and county regulations. Evaluates POWTS designs for performance standards. Determine POWTS category or failure. Condemns POWTS. Prepares POWTS agreements and affidavits for recording. Maintains POWTS records. Assists Code Administrator in preparing and presenting POWTS information seminars and training sessions.
2. Responds to inquiries from the public or directs to appropriate person or agency.
3. Provides information for private sewage system ordinance information. Investigates private sewage violations and complaints. May assist Code Administrator with shoreland, floodplain and wetland ordinance and state violations.
4. Maintains holding tank and septic tank records pursuant to office policies and procedures. Evaluates holding tank pumping records for regulatory compliance.
5. Files verification reports with State plan review offices.

6. Conducts sanitary surveys. Reviews, evaluates and approves or denies sanitary permit applications.
7. Reviews and compares permits with applicable ordinances and regulations.
8. Prepares documents for legal proceedings. Submits violation to Corporation Counsel for prosecution and participates in court hearings and settlement conferences.
9. Reviews and verifies soil reports. Conducts on-site inspections.
10. Issues abatement orders for ordinance/code violations.
11. Prepares inspections reports and issues certificates of compliance per office policy. Prepares correspondence.
12. Conducts environmental assessments on tax delinquent properties.
13. Responsible to know and practice the Safety policies of the County. Perform all job tasks in a safe and prescribed manner.

B. OTHER JOB DUTIES

1. Attends and participates in Conservation, Education & Economic Development (CEED) Committee meetings, conferences, workshop, seminars and continuing training sessions as needed.
2. Occasionally reads remote water meters.
3. Recommends ordinance and office policy revisions.
4. Collects fee payments.
5. Prepares historic files for document imaging to be included on County website.
6. Any other duties as may be assigned.

EXPERIENCE, TRAINING, QUALIFICATIONS

Bachelor's degree in Soil Science, Hydrology, Natural Resource Management or related field; two years soil testing and POWTS design and inspection experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Soil Tester and POWTS inspector licenses required and maintained while employed with Wood County. Must have a demonstratable knowledge of Microsoft Word and Excel, proficient use of a computer keyboard, and Internet research

capabilities. This position requires travel to and from off-campus sites. Individual may use personal vehicle or other means of reliable transportation. Must be able to work in compliance with all applicable state and agency rules and regulations. Basic everyday living skills are needed as is the ability to understand and follow oral and written guidelines and policies. Reading, writing, adding and subtracting to read and prepare reports, read laws and policies are required.

Basic office equipment used – telephone, calculator, copy machine, computer terminal and printer, FAX machine, audio-visual equipment. Technical equipment used: camera, drafting and surveying equipment, measuring devices, hand level. Hand tools used - hammers, wrenches, screwdrivers, shovels, etc.

PHYSICAL REQUIREMENTS OF THE ESSENTIAL FUNCTIONS

Fifty percent (50%) of the time is spent walking (often on rough terrain), sitting (driving or sitting at a drafting board), talking, hearing, and using far and near vision. About twenty-five percent (25%) of the time is spent low fingering (writing) and medium fingering (using computer). Ten percent (10%) of the time is spent standing, bending/-twisting, reaching, low, medium (shovel of soil) and high lifting (surveying equipment), medium carrying, low handling and carrying (measuring devices, records, hand tools) and fingering. In unusual situations, stooping (filing), kneeling, crouching, climbing (walking up or down hills), balancing (walking on uneven terrain), high carrying (survey equipment, survey rods), low and medium pushing/pulling, and medium handling (measuring devices).

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks. Ability to sustain prolonged visual concentration.

Ability to work under often unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, sewer gases, irate individuals, intimidation, noise, wetness, machinery, electrical currents, traffic hazards, disease and/or dust can cause discomfort and where there is a risk of injury.

This description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. 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 right of any supervisor to assign, direct, and control the work of employees

under supervision. The County retains and reserves any or 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.

Wood County is an Equal Opportunity 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.

Employee's Signature

Supervisor's Signature

Date

Date

Reviewed and approved by the Human
Resources Department

Date

03/2014