

**Crawford County Land Conservation, Planning, and Zoning Department
Position Description**

POSITION TITLE: SANITATION ASSISTANT & ZONING TECHNICIAN	DEPARTMENT: LAND CONSERVATION, PLANNING, AND ZONING
REPORTS TO: County Conservationist	PAY GRADE: 4, General
DATE: 2-2025	HOURS PER WEEK: 37.5

PURPOSE OF POSITION –

The Sanitation Assistant & Zoning Technician will serve as the initial contact for county landowners requesting information or assistance concerning the various Sanitation and Zoning Department program requirements. This includes the Private On-site Wastewater Treatment System (POWTS) program and the Floodplain Zoning and Shoreland and Wetland Zoning Ordinances.

RESPONSIBILITIES

General Duties

- Take incoming phone calls and walk-ins and assist the public with sanitation and zoning questions
- Perform general office functions and receptionist duties, including answering phone calls for multiple office staff, typing, filing, indexing, preparing mailings, photocopying, and maintaining a weekly calendar
- Handle all funds and monies for permits and citations
- Perform other duties as assigned

Sanitation Duties

- Assist with the POWTS permitting process by coordinating with landowners, plumbers, and the state
- Accept and process POWTS permit applications, payments, and state plan approvals, update records, and provide all associated information to the Sanitation Technician for final permit approval
- Provide financial assistance information for landowners needing help covering the costs of replacing their septic system
- Assist with the POWTS Maintenance Program by tracking deadlines, issuing notices to landowners, coordinating with area septic pumpers, receiving and processing inspection reports, and tracking citations
- Use T-Tech software to track POWTS records

Zoning Duties

- Administer and enforce land use ordinances (Shoreland/ Wetland, NR115 & Floodplain, NR116)
- Issue/deny zoning permits, collect fees, and maintain records for state audit
- Inspect and certify compliance, maintain a list of all non-conforming structures/uses
- Establish setbacks and flood protection elevations
- Conduct flood damage assessment after major flood events
- Act as a technical resource to the Board of Adjustment for appeals, conditional uses, and variances

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Any combination of education, training, and experience which would be equivalent to an Associate Degree in project management, code enforcement, municipal government, engineering, construction, bookkeeping, office assistance, or related fields
- Advanced experience with MS Office Programs
- Experience with GIS and various mapping software

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Knowledge of zoning and land division ordinances, laws, regulations, and processes
- Ability to study, analyze, and compile information on zoning issues and violations and arrive at solutions
- Ability to read and interpret blueprints or plot plans, construction sketches, aerial photographs, legal descriptions, plat maps, certified surveys, zoning and floodplain maps, and determine ordinary high water marks of navigable waters
- Ability to read, interpret, apply, and explain provisions of zoning-related ordinances and statutes and apply proper regulations and recognize ordinance improvement needs. Ability to secure facts through on-site investigations and inspections and maintain accurate records
- Ability to effectively, truthfully, tactfully, and with courtesy communicate with elected officials, members of the development community, and the general public, utilizing both written and verbal skills. Ability to write detailed reports and correspondence and to make public presentations
- Ability to enforce codes and regulations and handle public relations problems firmly
- Ability to calculate a variety of mathematical problems
- General knowledge and use of computer applications including word processing, spreadsheets, Adobe and GIS
- Ability to work independently, with little supervision, including prioritizing and scheduling workloads appropriately and ability to manage a multitude of tasks
- Possess a valid driver's license and have access to a reliable insured vehicle

Crawford 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