



# DODGE COUNTY JOB ANNOUNCEMENT

127 East Oak Street, Juneau, WI 53039  
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## Land Use/Sanitation Specialist – Land Resources & Parks

**POSTED:** March 1, 2024

**LOCATION:** 127 E. Oak Street – Juneau, WI

**HOURS:** Full-time, Non-Exempt

**STARTING WAGE RANGE:**

Land Use/Sanitation Specialist: \$29.42/hr. - \$32.39/hr. (Salary commensurate with experience)

Sr. Land Use/Sanitation Specialist: \$36.51/hr. - \$40.22/hr. (Salary commensurate with experience)

**APPLICATION REVIEW DATE:** March 18, 2024 – Applications will be accepted until the position is filled

### POSITION SUMMARY

The purpose of this position includes providing uniform enforcement of building, land use, and private septic system regulations. This includes the issuance and inspection of applicable administrative permits, conditional use permits, and variances; monitoring compliance and investigating alleged violations of the Land Use, Shoreland, Floodplain, Nonmetallic Mining Reclamation, Airport and Sanitation Ordinances; and to provide responsive, courteous and efficient service to the general public.

### Land Use/Sanitation Specialist

- Bachelor's Degree in soil science, natural resources management, land use planning, geography or closely related field and one (1) year of land use/zoning or sanitary ordinance enforcement related experience. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.
- CST Certification and POWTS inspector's license must be obtained within 1 year from date of hire.

### Sr. Land Use/Sanitation Specialist

- Bachelor's Degree in soil science, natural resources management, land use planning, geography or closely related field and four (4) years of land use/zoning and sanitary ordinance enforcement and development experience.
- CST Certification and POWTS inspector's license.

### REQUIRED JOB COMPETENCIES

- Ability to read topographic, wetland, floodplain, soils, and zoning maps.
- Knowledge of land use ordinances.
- Knowledge of the County and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
- Ability to effectively utilize the principles of strategic and long and short-range planning.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to develop department goals and objectives.
- Ability to plan, develop, implement, and evaluate projects and programs.
- Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
- Ability to establish and maintain accurate records of assigned activities and operations.

- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Knowledge of computer software including word processing, spreadsheet, and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.

For position details, complete job description and to apply, please visit: [My Job Search \(ukg.net\)](#)  
Excellent working conditions with competitive wage and benefit program.

