



## **Zoning/Onsite Waste Systems Intern**

Jefferson County Zoning and Planning Department regulates land uses within the county through the enforcement of comprehensive zoning, shoreland, subdivision, and floodplain ordinances, as well as, Wisconsin Administrative Codes to achieve their goals. The department utilizes a permitting process whereby applicants identify anticipated uses and structural setbacks, to ensure compliance with applicable codes while maintaining the health, safety, and welfare of our citizenry and integrity of our environment.

The Zoning and Planning department is currently hiring a Zoning/Onsite Waste System Intern in order to enhance their academic, career, and personal development by gaining experience assisting the Director and Technicians in the administration and enforcement of Jefferson County Zoning, Floodplain, Land Division and Subdivision ordinances.

As an attentive, knowledgeable, and thorough Zoning/Onsite Waste Systems intern, you will be successful in this role by completing the below key tasks and responsibilities:

- Assists with administration of the Zoning, Floodplain, Land Division and Subdivision, and Private Onsite Wastewater Treatment System ordinances.
- Provides information, advice, and consultation with plumbers, developers and landowners regarding zoning issues and private septic system design, installations and options allowable under state code.
- Researches, investigates and performs site inspections and reports for the Planning and Zoning Committee and Board of Zoning Adjustment for applications and petitions. Prepares materials and reports for the Committee to make a decision. Attends meetings as needed.
- Researches, performs site visits, and investigate zoning and sanitary violation complaints; collects and documents evidence.
- Variety of other tasks necessary provided on the posted job description.

Starting wage: \$15.00/hour

Hours and internship are flexible.

Generally: 40 Hours/week; Monday-Friday 8am-4:30pm

May/June through August/September

### **Qualifications Needed:**

- Pursuing a bachelor's degree in Environmental Planning, Land Use Planning; or a similar degree from a college or University.
- Valid driver's license
- High school diploma or equivalent, required.

### **Qualifications Preferred:**

- Experience, knowledge, or education related to soil science and/or geographic information system (GIS).

Applications will be accepted until this position is filled, however, initial screening of applicants will begin:

**January 31<sup>st</sup>, 2023.**

Application and position details are available at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov) or  
Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.

*Jefferson County is an Equal Opportunity Employer*