

# ST. CROIX COUNTY JOB DESCRIPTION

<b>TITLE:</b>	Land Use Technician I	<b>EEO CATEGORY:</b>	Officials/Administrators
<b>DEPARTMENT:</b>	Community Development	<b>FLSA STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Resource Management Administrator	<b>EFFECTIVE DATE:</b>	November 2015
<b>LOCATION:</b>	Hudson, WI	<b>DATE REVISED:</b>	July 2017

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## **POSITION SUMMARY:**

Perform intermediate skilled technical fieldwork reviewing erosion control and stormwater practices for Land Use and Resource Management Divisions for residential, commercial and agricultural land uses; field inspections of Nutrient Management Plans and farmland preservation plans; maintaining electronic records and files; and related work as apparent or assigned. Work is performed under the direction of the Land Use and Conservation Specialists and supervision of the Resource Management Division Administrator.

## **ESSENTIAL FUNCTIONS (Illustrative Only):**

- Conducts follow-up inspections to assure compliance with conservation and agricultural storm water and erosion control plans and practices and program requirements pertaining to Farmland Preservation, Animal Waste Ordinance and NR 151 compliance utilizing SNAP PLUS software.
- Monitors erosion control practices and stormwater management practices on construction sites and developments; files inspection reports and inputs data in database for land developments.
- Performs field surveys and produces engineered plans for best management practices (BMPs) utilizing AutoCAD software and survey equipment. Follow federal, state and local specifications and ordinances for design, and oversees installation and project construction. Obtains engineering job approval from Department of Ag Trade and Consumer Protection (DATCP) and Natural Resource Conservation Service (NRCS).
- Assists with review of NR 151 compliance, Nutrient Management Plans and Farmland Preservation Program by conducting field visits and reviewing self-certification submittals.
- Tracks activities and practices in permitting software (Transcendent) and Geographic Information System coordinating with GIS Analyst on a regular basis.
- Calculate and report reduction numbers using computer modeling (STEPL).
- Provide information and assistance to land owners regarding soil and water conservation programs; assist landowners with implementing conservation plan requirements; serve as a resource for other agencies regarding soil and water conservation.
- Conducts and generates reports from annual transect survey for land use changes and cropping practices.
- Assists with WDNR waterway permitting for project compliance.
- Review and submit Conservation Reserve Enhancement Program (CREP) contracts to DATCP.
- Promotes conservation through informational and educational programs that include field days, tours, training workshops, school-age programs and presentations.
- Participates in Technical Review Team meetings as requested.
- Participates in training and continuing educating to maintain required certifications.
- Requires multi-tasking and prioritizing activities.
- Attends and participates in seminars and training sessions for professional development.
- Provides truthful and accurate written and verbal communications.
- Maintains prompt, predictable and regular physical attendance based on scheduling.
- Maintains ability to lawfully operate designated motor vehicles at all times that duties are performed.
- Maintains ability to travel throughout and enter all different properties in the jurisdiction.
- Must maintain confidentiality and professionalism.
- Maintains the ability to competently and credibly testify in court.
- Performs other duties as assigned or apparent.

**REQUIRED QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the principles and methods of conservation, farming practices and land management.
- Knowledge of water quality techniques, non-point elements and cost-effective management.
- Ability to read County policies and procedures; written instructions, general correspondence; MSDA sheets, safety manuals, maps, etc.
- Ability to operate various types of standard office/field equipment.
- Ability to calculate basic mathematical calculations.
- Ability to utilize Microsoft Office Suite, GIS and AutoCAD software.
- Ability to follow instructions, maintain timelines and meet deadlines without exception.
- Ability to maintain accurate and complete records and prepare clear, well-written reports.
- Ability to maintain a professional manner when dealing with the public and co-workers.
- Ability to communicate in both written and verbal form.
- Ability to communicate effectively with other members of the staff, supervisor and the public.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to adjust to changing conditions; accept new duties and responsibilities with a positive attitude.

**EDUCATION AND/OR EXPERIENCE REQUIREMENTS:**

- Bachelor's Degree in soil and water conservation, civil engineering, agronomy or other related field.
- Minimum of six to 18 months of experience which may be obtained through an internship.
- Equivalent combination of education, skills, knowledge and abilities may be substituted for above requirements.

**LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:**

- Agriculture Engineer Practitioner Certification required within 2 years of hire.
- Soil Erosion Control Inspector Certification, required within one year of hire.
- Private Onsite Wastewater Treatment System (POWTS) Inspector Certification - preferred.

**PHYSICAL AND WORK ENVIRONMENT:**

The physical and work environments described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

**PHYSICAL ENVIRONMENT**

- This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force.
- Work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires walking reaching with hands and arms and repetitive motions and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

**WORK ENVIRONMENT**

- Work requires preparing and analyzing written or computer data, using measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles and exposure to vibration.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

*The work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor. Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**EMPLOYEE ACKNOWLEDGEMENT**

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I have been given a copy of this description.

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Incumbent's Signature

Date

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Incumbent's name printed