

EMPLOYMENT OPPORTUNITY
FOREST COUNTY LAND & WATER RESOURCES TECHNICIAN

Forest County is currently accepting applications for the full-time position of Land & Water Resources Technician. This position is full time, forty (40) hours per week. The Resource Technician will work under the direction of the County Land & Water Resources Administrator executing and tracking programs directly related to soil and water conservation programs in Forest County. Applicants must be familiar with Microsoft computers and their applications for data management and program tracking. Applicants must have a basic understanding of soil, water, land and mapping terminology. A strong commitment to continuing education is a necessity. Soil, wetland and erosion control certifications would be required within two years. A successful applicant will be dedicated to assisting the landowners of Forest County.

Application materials, including the position description and summary of benefits may be obtained at www.co.forest.wi.gov or in the County Clerk's Office, Forest County Courthouse, 200 E Madison Street, Crandon, Wisconsin 54520 or by calling (715) 478-2422. The deadline for applications returned to the County Clerk is Friday, May 2, 2014 by 4:30 p.m.

Forest County is an Equal Opportunity Employer

FOREST COUNTY LAND & WATER RESOURCES DEPARTMENT

Position Description

Position Title: Land and Water Resources Technician

Reports to: Land and Water Resources Administrator

FLSA Status: Nonexempt

County Status: Regular Full Time Employee (40 Hour Work Week)

Pay Grade/Pay Structure: \$13.66- \$15.18 per hour

I. Position Summary:

Assist in the administration of the County Floodplain, Metallic, Recycling and Non-Metallic Mining Programs. Assists with public information, education and other activities listed in the Forest County Land and Water Resource Management Plan. Performs other duties as required related to land conservation in Forest County.

II. Primary Duties and Essential Responsibilities:

- Acts as a central point of contact for property owners, organizations, the general public and other parties for all programs concerning conservation and activities listed in the Forest County Land and Water Resource Management Plan.
- Assists landowners in identifying environmentally sensitive areas before land use permit issuance.
- Conducts inspection of private and commercial construction sites to monitor erosion control and restoration efforts. Other inspections commensurate with licensing and certifications.
- Maintains current knowledge of laws and regulation relating to land and resource conservation. Inform the administrator and LCC Committee of changes in regulations or requirements
- Assist with the establishment of various grant programs for cost-share conservation projects.
- Assist landowners with site plans, cost-estimates and cost –share agreements for various land and water conservation projects.
- Files and records all work plans, annual reports, grant applications, budgets and long-range resource management plans.
- Maintains portions of the county website relative to resource services.
- Maintains landowner environmental records.
- Investigates complaints concerning environmental violations and reports to the administrator. Ensures violations are corrected.
- Notifies all affected and interested parties and the general public of LCC meetings and public hearings.
- Coordinate with administrator on LCC public information and educational programs such as youth speaking contests, scholarships, conservation youth camps and conservation awards.

- Performs field inspection on various conservation related programs
- Work with the department administrator and various Federal and State agencies to coordinate and integrate various conservation related programs within the county
- Work with the department administrator and area and state conservation associations to coordinate regional and state conservation programming.
- Develop and provide conservation information to the public.
- Keeps current all office and web ordinance copies.
- Attends meeting, workshops and training as required for maintenance of licensing or at the direction of the administrator.
- Reports to the Board of Adjustment as required.
- Researches requests from landowners or administration and reports findings.
- Other duties as assigned within the scope of responsibility and skill requirements.

II. Additional Responsibilities

IV. Supervision

Reports to the Land and Water Resources Administrator/~~Recycling Coordinator~~, Land Conservation Committee and Zoning and Solid Waste Recycling Committees.

V. Physical Requirements and Working Conditions

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

Employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to walk, stand and reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Frequently tours sites outside of the office. Employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet.

VI. Minimum Qualifications

Education: Graduation from High School, two year college desirable or one to two years of experience in natural sciences, surveying or environmental science's knowledge.

Experience: One or two years of experience in land use planning, experience with recycling and recycling laws. Office experience, or any combination of training or experience which provides the required knowledge, skills and abilities.

Skills, Knowledge and Abilities:

- Requires a working knowledge of state forms.
- General knowledge of County, State and Federal wetland, shoreland, flood plain, and recycling laws, ordinances and regulations.
- Knowledge of legal descriptions of land and ability to interpret maps, and to correlate this material when needed; knowledge of the terminology used in various deeds and real estate rolls; ability to deal effectively with the public and other agencies.
- Knowledge of modern office methods, procedures, practices and equipment.
- Possess good planning and implementation skills.
- Requires minimal GIS mapping skills

Licenses and Certifications: Must possess and maintain a valid Wisconsin driver's license, and maintain minimum county insurance requirements. State certification as a wetland delineator, certified floodplain manager or any soil certification within two years.

Forest 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 employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Personnel Committee on April 10, 2014

Department Head: _____ Date: _____

FOREST COUNTY-LAND & WATER RESOURCES TECHNICIAN

BENEFIT INFORMATION

HOURLY RATE EFFECTIVE:

This position is 40 hours per week

Current wage is \$15.18/hour, however, newly hired employees shall receive ten percent (10%) less than their classified rate during the probationary period. During the second six (6) months of employment the employee shall receive five percent (5%) less than the classified rate.

HEALTH INSURANCE:

A new employee may take the health insurance offered by the County at the time of hire, however, they will be required to pay the full premium for the first 90 days. After 90 days, the County would pay 87.4% and the employee would pay 12.6% of the full monthly premium. The monthly premium rates for 2014 are as follows:

	<u>Employer</u>	<u>Employee</u>	<u>Total</u>
Single Premium	\$653.99	\$94.28	\$748.27
Single + 1 Premium	\$1308.03	\$188.57	\$1496.60
Family Premium	\$1772.77	\$255.57	\$2028.34

- Amounts are subject to change

LIFE INSURANCE:

Life insurance is available at six months for the employee and their spouse and dependents. The premium paid by the employee varies based on earnings and the amount of coverage and age of the employee.

RETIREMENT:

Forest County and the employee each pay 50% of the actuarially required contribution to the Wisconsin Retirement Fund. 2014 General Rate is: Employer Share 7%, Employee Share 7%

OTHER BENEFITS PROVIDED:

- Funeral Leave
- Vacation Leave (after 1 year)
- Sick Leave (after 6 months)
- Holiday Pay (after 6 months)

- Section 125 Plan for Uninsured Medical Expenses (after 90 days)
- Tax Deferred Compensation Programs

This illustration summarizes the benefits presently by Forest County and is not a guarantee of benefits. 1/201