



JOB POSTING

LTE POWTS Technician

Planning & Zoning Department

Oneida County is accepting applications to fill an LTE (Limited Term Employee) position as a POWTS (Private Onsite Wastewater Treatment System) Technician with Oneida County Planning & Zoning Department.

JOB DUTIES: This seasonal, full or part-time position will assist the Zoning Administrator in permitting, enforcement, and inspection responsibilities for private onsite wastewater treatment systems (POWTS). The Technician will be involved in reviewing sanitary permit applications, evaluating state plan approvals, conducting on-site inspections, and ensuring compliance with county ordinances. The position will also require answering inquiries from industry professionals, interpreting legal descriptions, and assisting with coordination with local, state, and federal agencies.

EDUCATION AND QUALIFICATIONS: Qualified candidates must have a high school diploma or equivalent, with a 2-year college degree in a related field preferred. A valid WI driver's license and adequate auto insurance are required, along with certifications such as a POWTS Inspector License and Certified Soil Tester credential (preferred). Candidates must have 1-3 years of relevant experience in POWTS, soil testing, or plumbing, or a combination of education and experience that provides the necessary skills for the position.

The ideal candidate will have knowledge of plumbing and POWTS regulations, the ability to read and interpret construction plans and legal descriptions, and proficiency in Microsoft Office Suite. Strong communication skills, both verbal and written, are essential for interacting with the public, industry professionals, and government agencies. Candidates must be able to work independently, prioritize tasks, and handle varying work conditions, including outdoor fieldwork. The position may involve occasional evening or weekend work.

WAGES AND BENEFITS: Starting 2025 wage for this position is \$26.00 per hour plus mileage reimbursement (federal rate of \$0.70/mile). No benefits included with this position.

WORK HOURS AND SCHEDULE: This flexible seasonal position will work part-time or full-time hours during the months of May through November, up to 1,000 hours per year.

HOW TO APPLY: Complete job description and *required* Oneida County application can be obtained at www.oneidacountywi.gov. Completed application, resume and college transcripts can be mailed to Oneida County LRES, P.O. Box 400, Rhineland, WI 54501 or emailed to jueneburg@oneidacountywi.gov.

Applications will be accepted until the position is filled.

Oneida County is an Equal Opportunity Employer

Oneida County

Job Description

Job Title: LTE POWTS Technician
Department: Planning and Zoning
Reports To: Planning & Zoning Director
FLSA Status: LTE Nonexempt
Prepared By: Karl Jennrich
Prepared Date: February 2025
Approved By: Lisa Charbarneau
Approved Date: February 2025

SUMMARY

The POWTS (Private Onsite Wastewater Treatment System) Technician is a limited term employee working full or part time from May – November to assist with permitting, enforcement and inspection responsibilities regarding POWTS. The POWTS Technician performs duties which can involve some independent judgment and initiative within policy guidelines established by the County Board and Zoning Administrator. All duties and responsibilities are performed under and subject to the review and guidance of the Zoning Administrator and Assistant Zoning Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Interprets and enforces and assists Zoning Administrator and Assistant Zoning Administrator with interpretation and enforcement of the Private Sewage System Ordinance.
- Reviews sanitary permit applications for compliance with applicable ordinances, statutes, and administrative code and issues/denies permits.
- Reviews state POWTS plan approval applications for compliance with applicable statutes, administrative codes and approves/denies plans.
- Conducts onsite inspections as required for sanitary permit applications prior to issuance/denial.
- Performs private onsite wastewater treatment system (POWTS) installation inspections.
- Answering and responding to telephone calls, e-mail and other communications from industry professionals regarding POWTS permits, soil evaluations, and POWTS inspections.
- Assists Zoning Administrator which can include helping to ensure office compliance with all County programs, policies, and procedures; cooperating and coordinating with various local, state, and federal agencies; and reviewing POWTS-related ordinances and policies as they are applied in practice and recommending solutions for areas of concern.
- Interprets and locates legal descriptions and parcel numbers.
- Other POWTS-related duties as assigned by the Zoning Administrator.

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

- Thorough knowledge of plumbing and POWTS ordinances, laws, regulations, systems and practices.
- Knowledge of building construction techniques, codes, and specifications.
- Knowledge of earth moving, erosion control and landscaping requirements, designs, techniques and practices.
- Ability to communicate politely and effectively verbally and in writing in all parts of the job with other employees, officials and industry professionals.
- Knowledge of groundwater management and well code specifications.
- Ability to read and interpret construction sketches, sanitary system design plans, legal descriptions, deeds, wetland maps, soil maps, state forms applicable to Zoning & Planning Department business, plot plans, ordinances, statutes, technical reports and manuals, and survey maps.
- Ability to properly use tools such as sight levels, slope meters, soil augers, levels, and tape measures.
- Ability to properly use contemporary office equipment and software, including but not limited to Microsoft Office suite and department-specific programs.
- Ability to work independently (without constant supervision and specific assignments) and cooperatively with others, to organize and prioritize tasks and duties, exercise judgment and effectively utilize authority, and to work in a stressful and adversarial environment.
- Complies with applicable federal and state laws, administrative rules, established County procedures and accepted professional standards.
- Knowledge of interagency permitting requirements such as Department of Safety and Professional Services, Department of Natural Resources, US Army Corps of Engineers and EPA.
- Personal and professional integrity and ability to work well with others.

EDUCATION and/or EXPERIENCE

- High School Degree.
- Two year post high school education preferred involving Planning, Soils, Land Surveying, Environmental Sciences, Resource Management, Plumbing, Legal Land Descriptions or related field plus two years' work experience in one of these areas.
- One to three years related work experience in the POWTS, soil testing or plumbing fields or any combination of education and experience that provides necessary knowledge, skills and abilities to perform the duties of the position.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a Valid WI Driver's license and required, adequate auto insurance.
- Must have POWTS Inspector license.
- Must have Certified Soil Tester credential.

MATHEMATICAL SKILLS

Ability to calculate a variety of mathematical problems.

REASONING ABILITY

Ability to evaluate situations and make good independent decisions.

PHYSICAL DEMANDS

The physical demands 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. Must be able to traverse a variety of ground including climbing over rocks, climb and descend hills, climb in and out of ditches or pits, step over fallen trees, and so forth.

WORK ENVIRONMENT

The work environment characteristics described here 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.

- Work may be performed in the extreme weather conditions of this area with possible fluctuations in temperature.
- Sitting, standing, walking and climbing up hills, into and out of trenches, and over obstructions is required.
- Squatting, crouching, kneeling or bending may be required on a regular basis.
- Repetitive hand and foot movements are required.
- Pushing, pulling, and reaching above the shoulder is required.