

Park County

Job Description



Title:	Small Wastewater Administrator	Code:	
Division:	Administration	Effective Date:	6/1/2010
Department:	Planning & Zoning	Last Revised:	

GENERAL PURPOSE

Performs a variety of **general administrative and technical duties** as needed to ensure countywide compliance with established Sewage Disposal System Regulations; including assistance with system design, approval of Septic Permit applications, site suitability evaluations, field inspection of completed systems and enforcement.

SUPERVISION RECEIVED

Works under the general supervision of the Planning & Zoning Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Develops cooperative working relationships with the general public, contractors, County departments, Wyoming DEQ staff and other local, state and federal government agencies in overseeing the County's small wastewater system permitting program.

Assists the public and contractors in the completion of small wastewater/septic system permit applications. Advises landowners in the operation and maintenance of such systems.

Reviews and approves small wastewater/septic system permit applications. Calculates percolation rates and evaluates soil types to determine suitability of design. Applies knowledge of Park County and Department of Environmental Quality regulations. Issues permits for the repair or modification of such systems.

Evaluates soil type, slope, topography, depth to groundwater and surroundings to determine site suitability for proposed small wastewater systems. Determines the required setbacks to existing wells, streams and other bodies of water and floodplain boundaries. Conducts onsite inspections of the installed systems prior to approving backfilling.

Confers with and advises the public, contractors and engineers on the design of small wastewater systems. Coordinates with the Wyoming Department of Environmental Quality for design approval and inspection of difficult sites and state-permitted (non-conventional) small wastewater systems.

For proposed subdivisions: Conducts on-site septic suitability evaluations, observes percolation tests, and prepares written report of findings to the Planning & Zoning Commission, when necessary.

Assists other department personnel in the review of development applications by providing technical evaluations of site suitability for small wastewater systems and other related geologic and hydrologic information.

Investigates alleged violations of County regulations pertaining to development and small wastewater treatment systems. Works with violators to obtain compliance where possible and coordinates with the County Attorney's Office to prosecute violations.

Attends monthly Planning & Zoning Commission meetings, as required.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in engineering, physical or biological science, sanitary science, environmental health or a closely related field of study;

AND

B. Two (2) years of experience performing above or related duties;

OR

C. Equivalent education and/or experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of septic design standards, specifically the Wyoming Department of Environmental Quality (DEQ) Water Quality Rules and Regulations Chapter 25, siting requirements and installation specifications; onsite wastewater treatment systems and proper application; percolation tests and soil exploration pits; soil texture and soil classification; care and maintenance of septic systems; septic system permitting; potential causes of septic failures; inspection and evaluation of septic systems; preparation of inspection reports, violation citations and improvement recommendations; enforcement actions; land use, zoning, federal, state, and local laws; interpersonal communication skills. **Working knowledge of** pertinent Wyoming Department of Environmental Quality Rules and Regulations (e.g., Chapters 23 and 25). **Some knowledge of** principles of soils and groundwater hydrology, with a focus on Park County soil types and their properties;

Some Skill in the art of diplomacy and cooperative problem solving.

Ability to interpret regulations accurately and effectively; enforce regulations with fairness, tact, and impartiality; communicate effectively verbally and in writing; prepare and present technical reports; operate personal computer, GPS, and various applications (i.e., GIS, Word, etc.); perform advanced mathematical calculations; conduct inspections in the field; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Wyoming driver's license.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Frequent in-County travel is required in course of performing portions of job functions (e.g., system inspections and site investigations).

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)