

# **Monona County Policies and Procedures**

## **Zoning/Environmental Health**

### **Administrator Job Description – Major Job Duties**

#### **PURPOSE:**

The Monona County Zoning/Environmental Health Administrator performs fieldwork with professional responsibilities relating to enforcement of the zoning regulations, state codes and standards, and best practices concerning environmental health.

#### **POLICY:**

According to the Zoning Regulations, Chapter 100, Section 100.27, dated February 7, 2012, a Zoning Administrator appointed by the Board of Supervisors shall administer and enforce the Zoning Ordinance.

Zoning, subdivision, and related matters are under the general supervision of the Monona County Zoning Commission in conjunction with the Board of Adjustment. Environmental Health matters are under the general supervision of the Board of Health.

This job description in no way states or implies that every duty to be performed by the employee is included. The employee will be required to follow any other job related instructions and to perform any other job related duties as requested.

Monona County reserves the right to change or reassign job duties or combine positions at any time. Monona County is an equal opportunity employer.

#### **PROCEDURES:**

##### **1. Responsibilities:**

- Responds to requests from a wide variety of public and private entities or individuals for information or technical assistance on zoning and environmental health issues
- Researches county laws, regulations and ordinances, makes recommendations to comply with State requirements
- Coordinates development of zoning and environmental health plans, ordinances and procedures with County and State agencies and consultants as needed
- Conducts field inspections to determine compliance with applicable rules, standards and regulations. Issues necessary permits, collects fees and maintains records for the same
- Maintains good relationship with the public. Makes specific efforts to identify and solve zoning and environmental health issues
- Applies for and collects revenues from various programs. Develops and maintains zoning and environmental health budget
- Maintains the role of designated County agent to comply with the Department of Natural Resources and the Environmental Protection Agency regulations in all phases of work

Adopted 08/05/2008; Revised:

- Develops educational and public information activities that provide useful direction and advice to the public
- Investigates complaints of alleged violations of zoning, subdivision, environmental health laws and regulations to determine whether such complaints are justified, and makes recommendations for corrective action. Issues notice of violations if necessary
- Collects, compiles, and interprets data relative to investigations and inspections; prepares and maintains necessary records
- Responds to emergency situations with other community agencies to protect the public's health and to facilitate clean up as quickly as possible

## **2. Knowledge, Skills, Abilities:**

- Knowledge of planning, zoning, subdivision, historical site preservation, and environmental health principles and practices
- Knowledge of urban planning and land use laws applied in a rural setting
- Knowledge of the transmission of diseases associated with poor sanitation
- Ability to communicate effectively and respectfully in oral and written form
- Ability to establish and maintain an effective working relationship with the general public, elected officials and other County staff
- Ability to accurately read and document measurements. Ability to prepare drawings from field notes and plats, prepare reports and documents
- Knowledge of public health preparedness issues, knowledge of Incident Command System and National Incident Management System.

## **3. Mental and Physical Demands**

- Position requires indoor and outdoor work, with potentially ongoing exposure to elements, including undesirable conditions which may include heat, cold, construction equipment, odors and smells, noise, dirty environments, pests, animal and human waste, and poor indoor air quality
- Must be able to wear and pass respirator fit testing and don appropriate personal protective equipment when needed
- Routine lifting up to 35 pounds
- Ability to walk on uneven ground in all kinds of weather
- Must be able to walk and climb on elevated surfaces such as ladders
- Work under physically and emotionally stressful conditions

## **4. Minimum Education and Experience**

- High school diploma plus work experience to indicate ability to satisfactorily meet required knowledge, skills, and abilities as stated.
- Experience in housing construction, housing-related health standards a plus

## **5. Necessary Special Requirements**

- It is highly recommended, but not required, to obtain credentials from the National Environmental Health Association, i.e.: Certified Environmental Health Technician or Registered Environmental Health Specialist/Registered Sanitarian and Health Homes Specialist

- Must possess valid driver's license and maintain auto insurability in order to travel to inspection sites
- Meet the training needs to maintain a current working knowledge of zoning, subdivision, and environmental health issues

## **6. Training Requirements**

The Zoning/Environmental Health Administrator should keep up on training in order to be considered an expert in their field. The following trainings should be considered and the Administrator should be given the opportunity to attend.

The Iowa Department of Public Health requires the any employee doing the duties associated with the Grants to Counties program have at least 12 CEU's per year and they are recorded on the Iowa Environmental Health Association registry. These trainings have to be approved by the Iowa Department of Public Health/Iowa Environmental Health Association.

The following is a list of some of the approved training topics that should be attended:

- Basic Soils – Onsite Wastewater systems (required) - Septic 101 (required) - Alternate Systems
- Private Water Wells (required)
- New Sanitarian Training (required)
- NIMS 100, 200, 700, 800 (required) – Disaster Preparedness
- Food, Pools, Tattoo, Tanning (if applicable)
- Policy & Procedures
- Nuisance
- Healthy Homes
- Radon Mitigation – New Construction – School testing
- Planning & Zoning, Flood Plain (required)
- Any other training that would be beneficial to the duties performed

The Administrator should be a member and attend the following Association's conferences:

- CoZo – County Planning & Zoning Officials
- ISAC – Iowa State Association of Counties (Zoning)
- IEHA – Iowa Environmental Health Association
- IOWWA – Iowa Onsite Wastewater Association
- IWWA – Iowa Well Water Association
- NEHA – National Environmental Health Association
- IPHA – Iowa Public Health Association
- IowACE – Iowa Code Enforcement Association
- IAHO – Iowa Association Home Inspectors
- Any other conferences that would be beneficial to the Administrator and duties performed

## **7. Essential Functions**

### **Planning/Zoning Duties:**

- Receives and reviews the following applications and issue the proper permits: new construction, flood plain, telecommunication towers

- Receives and reviews the following applications and prepare the proper documents to be given to the respective boards for their review and decision: variance, special use, zoning amendments
- Assists with the assignment of house numbers and addresses that correspond to the Monona County 911 plan
- Inspects the uses of building and property, issues notices of violations of the Zoning Ordinance, works with property owners to achieve compliance
- Coordinates with community members and County agencies to solve problems regarding zoning, storm water, land disturbance, and sign ordinances
- Updates County maps and GIS annually, sends monthly reports to the United States Department of Commerce
- Acting County Flood Plain manager, complies with the ordinance and the FEMA NFIP maps
- Administrator is the secretary to the Planning & Zoning Commission and Board of Adjustments. Administrator sets agendas with the chairperson of each board, maintains all documents, minutes of meetings, publishes public hearing notices, etc.
- Zoning Commission meetings will be every other month, on the 3<sup>rd</sup> Thursday of the month. More meetings can be scheduled if necessary to meet the Monona County zoning needs.
- The Board of Adjustment is scheduled to meet the 3<sup>rd</sup> (third) Monday of each month if necessary.
- Maintains the County Zoning and Subdivision Ordinance, County Comprehensive Plan, works with the Commission and Board of Supervisors when making amendments
- Enforcement of the County Nuisance Ordinance

#### **Environmental Health Duties:**

- Issues private well water permits, document well permits, water tests, well logs, properly plugged abandoned wells in the Iowa Department of Natural Resources tracking database – PWTS
- Performs site evaluations on abandoned private water wells and cisterns. This includes travel to well site, measurements taken, calculate amount of filling and sealing materials needed, GIS photo taken. Makes sure proper forms and documentation are completed to meet the requirements of the Iowa Department of Public Health Grants to Counties program and Department of Natural Resources
- Performs private well water drinking water testing. Make sure proper forms and documentation are completed to meet the requirements of the Iowa Department of Public Health Grants to Counties program
- Issues onsite wastewater system permits, which includes site evaluations, soil analysis or perc test measurements, final inspections, diagrams, measurements, and educational materials. Documents test results, measurements and completes reports using the Iowa Department of Natural Resources tracking database - IOWTS
- Performs onsite wastewater sample collection when necessary
- Educate the public on issues such as Healthy Homes, mold, bedbugs, rabies, asbestos, lead, and any other environmental health issues
- Performs other laboratory tests and analysis preparations, i.e.: rabies testing, West Nile testing, etc.
- Responds to emergency situations, such as disasters, chemical spills, fish kills, pesticide spills, radiation accidents, hazardous waste spills, petroleum spills, etc.
- Participates as a member of the Monona County Health Care Coalition on disaster preparedness, to include participating with County disaster planning and exercises and training
- The Administrator will attend Board of Health meetings every quarter and give an update to the board concerning Environmental Health activities. The EH Administrator will contact the Public Health Administrator if another meeting is necessary.

**Administrative Duties:**

- Establishes technical assistance and regulatory procedures in coordination with legal advice that includes: steps for inspection, evaluation, notification, follow-up, regulatory letter, referral to proper authorities for enforcement
- Attends professional meetings, conferences, trainings to remain updated on Federal, State and County laws and regulations or changes. Maintain required CEU's according to the Iowa Department of Public Health registry for the Grants to Counties program and any held credentials
- Initiates contacts with Local, Regional, and State officers that have overlapping activities and determine ways to coordinate service
- Maintain all Zoning/Environmental Health expense vouchers and ledgers, revenue deposits and ledgers
- General office duties
- Updates the department policy and procedures on a regular basis
- Administrator is to ensure the use of the County issued vehicle, cell phone, cameras, computers are used appropriately and follow County rules that are established by the Board of Supervisors. Administrator is to ensure the proper maintenance of department vehicle.
- Makes quarterly written and/or statistical reports to the Monona County Board of Supervisors, Board of Health, Zoning & Planning Commission
- Any other duties that are assigned by the Monona County Board of Supervisors, Board of Health, Zoning & Planning Commission

**APPROVAL:**

This policy and procedure has been reviewed, and by virtue of their signature, approved by:

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Monona County Planning & Zoning Commission  
Chairman

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Approval Date

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Monona County Board of Health, Chairman

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Approval Date

Adopted 08/05/2008; Revised:

