



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>On Site Wastewater and Rental Housing Standards Coordinator</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> _____
		(Please check one)
<b>REPORTS TO:</b> <u>Director</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>02/24</u>
<b>DEPARTMENT:</b> <u>Resource Management</u>	<b>JOB CODE:</b> <u>204</u>	

### **SUMMARY:**

With general supervision, this position reviews and approves applications for small onsite wastewater permits and provides necessary training. This position also administers the Rental Housing Standards Compliance Program by receiving, investigating, and resolving rental housing complaints.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Reviews and approves applications for small onsite wastewater permits.

Provides training and technical assistance to department personnel regarding review, inspection, and administration of small on-site wastewater systems and relevant state and local regulations.

May provide training to wastewater system installers and soil scientists as needed.

Coordinates and develops training for technical and clerical staff regarding plan review and installation of small on-site wastewater systems and applicable state and local regulations, in both classroom and field settings.

Receives, investigates, and resolves complaints of substandard rental housing in accordance with the Rental Housing Standards Compliance Program; coordinates inspections with Building Inspectors as necessary.

Performs enforcement responsibilities; prepares inspection reports, violation notices, and related documents; facilitates resolution of complaints, resulting in either voluntary compliance or appropriate enforcement action.

Closely collaborates with rental property owners and tenants to ensure ongoing rental housing education related to tenant rights and responsibilities, landlord obligations, and rental housing standards.

Performs all other duties as assigned.

**KNOWLEDGE & SKILLS**

1. Expert knowledge of design, operation, and installation of small on-site wastewater systems.
2. Expert knowledge of state and local health regulations and standards.
3. Advanced knowledge of soils characteristics and their absorptive capabilities.
4. Basic knowledge of construction procedures and methods.
5. Must possess ability to develop expertise in Rental Housing Compliance requirements.
6. Skill in educating and training for a variety of audiences.
7. Skill in the use of a personal computer.
8. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.
9. Skill in public speaking.

**PHYSICAL DEMANDS:**

Work is performed in both a professional office setting and in the field. Must be able to stand and walk for extended periods of time. Must have clarity of vision at 20 feet or more, three-dimensional vision, precise hand-eye coordination, and ability to identify/distinguish colors.

Position requires sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils, measuring equipment, and hand tools. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 50 lbs. and transporting distances up to 50 yards. Frequent squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects.

**WORK ENVIRONMENT:**

This job operates in a variety of settings that include: a professional office, construction sites, and outside locations. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, filing cabinets, and fax machines, measuring devices such as transit, rangefinder, measuring wheel or tape measure. May be exposed to wet/humid conditions, inclement outdoor weather, vibration, extreme temperatures, airborne particles/fumes, moving mechanical parts, very loud noise levels, or potentially hazardous materials. May be required to drive a County-owned vehicle to off-site locations and drive in inclement weather. This position is routinely in contact with the public and members of other entities.

**QUALIFICATIONS:**

Bachelor's degree in science, environmental science, biology, or closely related field with at least 30 hours of science-related courses; five years' experience administering small on-site wastewater regulations; OR an equivalent combination of education, training, and experience.

Must possess and maintain a valid driver's license and insurable driving record.

Must become a Notary Public within 6 months of hire.

Must obtain Advanced On-Site Wastewater Treatment System Installer certification within one year of hire.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*