



**Kewaunee County
Executive Committee Meeting
AGENDA**

**September 10, 2024 6:00 p.m.
Conference Room**

County Administration Building, 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approval of September 10, 2024 Agenda
4. Approval of August 5, 2024 Minutes
5. Consider 2025 Cost of Living Adjustments
6. Consider Highway Department Positions and Compensation
7. Consider Land and Water Conservation Department Positions and Compensation
8. Consider Corporation Counsel Department Position and Compensation
9. County Administrator's Report
 - a. Personnel Report
 - b. Approve Filling Vacancies
10. Next Meeting Date
11. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.

	Foreman		Mechanic		Highway Worker		
	Pay Plan	Pay Plan	Pay Plan	Pay Plan	Pay Plan	Pay Plan	2024 Proposed changes
	Start	End	Start	End	Start	End	Wage
NE Region County							
Brown	\$ 32.82	\$ 47.60	\$ 28.33	\$ 31.42	\$ 24.98	\$ 29.36	3.5% COLA and 1.5% retention bonus in November
Calumet	\$ 27.22	\$ 35.00	\$ 27.22	\$ 35.00	\$ 24.76	\$ 31.84	2% COLA and step increases
Door	\$ 32.26	\$ 42.40	\$ 27.60	\$ 36.27	\$ 22.93	\$ 30.14	No Highway worker under \$25.00 per hour
Fond du Lac	\$ 29.44	\$ 29.44	\$ 26.27	\$ 28.33	\$ 24.41	\$ 27.78	The vast majority of our staff receive an average of \$1.50/hour above the posted wages as and add on and it ranges depending on what your position is
Keweenaw			\$ 23.13	\$ 28.22	\$ 21.10	\$ 29.22	4% COLA Proposed
Marinette	\$ 24.33	\$ 42.49					
Oconto	\$ 30.60	\$ 38.95	\$ 26.40	\$ 36.28	\$ 22.19	\$ 30.91	2.5% Step Increase. No COLA this year
Outagamie	\$ 31.56	\$ 32.85	\$ 24.59	\$ 30.43	\$ 24.59	\$ 30.43	Proposed for 2024 is a 2% increase in January and a 1% retention bonus paid in December for those who remain for the year.
Sheboygan	\$ 23.47	\$ 35.81	\$ 21.19	\$ 32.34	\$ 17.78	\$ 29.44	
Winnebago	\$ 30.91	\$ 42.58	\$ 27.51	\$ 37.91	\$ 24.26	\$ 36.10	
Average	\$ 29.18	\$ 38.57	\$ 25.80	\$ 33.02	\$ 23.00	\$ 30.58	This year with a passing evaluation we're looking at 2% COLA, 2% wage increase, and that will also move our compensation schedule up 2%.

Accounting-Business-
 Financial
 Administrative
 Specialist/Actg
 Manager/Administrative
 Supervisor/Director of
 Assistant/Account Clerk
 Highway
 Commissioner
 Superintendent
 Financial Services
 1 & 2/Actg

	Pay Plan		Pay Plan		Pay Plan		Pay Plan		Pay Plan		Pay Plan	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
NE Region County												
Brown	\$ 44.53	\$ 66.80	\$ 34.81	\$ 46.35	\$ 31.86	\$ 46.22	\$ 18.35	\$ 23.86				
Calumet	\$ 46.84	\$ 60.22	\$ 37.03	\$ 47.61								
Door	\$ 50.09	\$ 65.46	\$ 34.60	\$ 45.47	\$ 25.26	\$ 33.20	\$ 22.93	\$ 30.14				
Fond du Lac	\$ 44.73	\$ 57.08	\$ 29.58	\$ 39.75	\$ 31.17	\$ 39.75	\$ 19.19	\$ 23.00				
Keweenaw	\$ 39.24	\$ 46.69	\$ 30.07	\$ 35.77	\$ 26.83	\$ 31.92	\$ 16.77	\$ 22.41				
Marinette	\$ 34.49	\$ 60.24	\$ 29.55	\$ 51.60	\$ 24.33	\$ 42.49	\$ 20.12	\$ 35.15				
Oconto	\$ 39.01	\$ 49.67	\$ 32.70	\$ 41.63	\$ 32.70	\$ 41.63	\$ 22.19	\$ 28.26				
Outagamie	\$ 47.80	\$ 49.75	\$ 38.52	\$ 40.09	\$ 31.56	\$ 32.85	\$ 22.27	\$ 23.18				
Sheboygan	\$ 41.65	\$ 72.62	\$ 29.10	\$ 51.14								
Winnebago	\$ 57.19	\$ 78.79	\$ 39.65	\$ 54.62								
Average	\$ 44.56	\$ 60.73	\$ 33.56	\$ 45.40	\$ 29.10	\$ 38.29	\$ 20.26	\$ 26.57				



KEWAUNEE COUNTY
HIGHWAY DEPARTMENT
Highway Worker I (Mechanic/Laborer)

Characteristic Work of the Position

Nature: Under the direction of the Highway Commissioner and the Patrol Superintendent and any other members assigned over them, the employee is responsible for performing general labor and mechanical repair/maintenance of engine driven equipment/vehicles and all related systems. Assignments given may change from day to day and from season to season.

Example of Duties:

1. Laborer – duties include patching potholes, picking up debris from roadway, flagging traffic, crack filling, snow fence installation and removal, and other roadway and roadside maintenance. Laborer also assists with maintenance projects that are labor intensive such as hand shoveling, raking asphalt, topsoil and lawn repair, installing erosion control, building repairs, culvert pipe and tile installation, bridge work, and shoveling snow. Do all basic maintenance checks before and after using equipment. Do all basic maintenance on equipment such as oil and filter changes, greasing, cleaning, etc.
2. Preventative Maintenance – duties include inspections and maintenance of all county-owned equipment including, but not limited to, autos, trucks, tractors, graders, sweepers, bulldozers, cranes, rollers, snow removal equipment, and compressors, etc.
3. Heavy Repair -troubleshoots, repairs and overhauls diesel engines, gas engines, drive train to include transmissions, brake systems, hydraulic systems, pneumatic systems, electrical systems, HVAC, suspension, tires and all other vehicle systems.
4. Fabrication and Welding – fabricating, welding, brazing, cutting, or other automotive shop work.
5. Service Calls and Operation - perform emergency vehicle and tire repairs in addition to operating vehicles as needed and for troubleshooting.
6. May direct work of others and will work overtime as-needed road construction and for snow and ice control activities.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Qualifications:

Knowledge and Abilities

1. Ability to read, comprehend, and communicate both verbally and in writing, at a level normally associated with completion of a high school degree or equivalent.
2. Ability to keep records/logs and work from technical drawing/sketches on, non-standard specialized equipment and projects.
3. Knowledge of standard practices, methods, tools, and materials used in mechanical trades and the maintenance or repair of light/heavy automotive, construction and maintenance equipment.
4. Able to maintain trucks and other county owned construction equipment in a safe and effective manner.
5. Knowledge of occupational hazards and safety precautions including MSHA and OSHA regulations.
6. Knowledge of traffic laws and weight limits.
7. Knowledge of location of state, county, city, and town roads.
8. Capable of accepting varied assignments from one day to another.
9. Training or skill in basic operation of machinery and trucks
10. Use tact and courtesy in dealing with other employees, county officials, taxpayers, and other county and outside agencies.

Training and Experience

1. Graduation from High School, GED, or equivalent.
2. Possess and maintain a valid driver's license.
3. Ability to use an engine analyzer and laptop computer, (3) years of experience with equipment/vehicle maintenance or Technical Training Course Completion
4. Preferred but not required: ASE Certification - Electronic Diesel Engine Diagnosis Specialist or Medium-Heavy Truck
5. Knowledge of troubleshooting, maintenance, repair, or replacement of vehicle and equipment components, experience desired on electronic diagnostic equipment.
6. Must furnish your own hand tools.

Physical Demands

Exposure to all types of weather, dust, wetness, and noise. Exposure to hazards such as machinery, automobile traffic, electrical hazards, chemicals, fumes and mechanical parts are present, but can be minimized by following proper operating procedures and safety rules. In addition, safe working habits around heavy construction equipment required to limit potential injury.

Good physical condition to be able to perform manual work. The use of vision and hearing within normal accepted standards are essential to the safety and health of the employee and others. Must be able to lift up to 100 pounds.

Offer of employment is contingent upon passing a medical physical exam and drug testing.



KEWAUNEE COUNTY
HIGHWAY DEPARTMENT
Highway Worker I (Operator/Laborer)

Characteristic Work of the Position

Nature: Under the direction of the Highway Commissioner and the Patrol Superintendent and any other members assigned over them, the employee is responsible for performing general labor and operating highway department equipment. Assignments given may change from day to day and from season to season.

Example of Duties:

1. Laborer – duties include patching potholes, picking up debris from roadway, flagging traffic, crack filling, snow fence installation and removal, and other roadway and roadside maintenance. Laborer also assists with maintenance projects that are labor intensive such as hand shoveling, raking asphalt, topsoil and lawn repair, installing erosion control, building repairs, culvert pipe and tile installation, bridge work, and shoveling snow. Do all basic maintenance checks before and after using equipment. Do all basic maintenance on equipment such as oil and filter changes, greasing, cleaning, etc.
2. Truck driver – duties include hauling gravel, asphalt hot mix, water, equipment, etc., with dump trucks and trailers. Perform winter maintenance with plow trucks, graders and other equipment as necessary.
3. Equipment operator – operate equipment to perform excavating, grading, material loading and stockpiling, sweeping, compaction and paving on construction sites.
4. Tractor operator – duties include mowing ditches with a tractor and mower.
5. May direct work of others and will work overtime as-needed road construction and for snow and ice control activities.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Qualifications:

Knowledge and Abilities

1. Ability to read, comprehend, and communicate both verbally and in writing, at a level normally associated with completion of a high school degree or equivalent.
2. Ability to keep records/logs and work from technical drawing/sketches on, non-standard specialized equipment and projects.
3. Knowledge of standard practices, methods, tools, and materials used in road construction, repair and maintenance.
4. Able to operate trucks and other county owned construction equipment in a safe and effective manner.
5. Knowledge of occupational hazards and safety precautions including MSHA and OSHA regulations.
6. Knowledge of traffic laws and weight limits.
7. Knowledge of location of state, county, city, and town roads.
8. Capable of accepting varied assignments from one day to another.
9. Training or skill in basic repairs and maintenance of machinery and trucks.
10. Use tact and courtesy in dealing with other employees, county officials, taxpayers, and other county and outside agencies.

Training and Experience

1. Graduation from High School, GED, or equivalent.
2. Possess and maintain a valid driver's license.
3. Basic computer skills, (2) years of experience as driver/operator.
4. Preferred but not required: Class A or B Commercial Driver's License.
5. Knowledge of road construction, experience desired on specialty equipment operation.
6. Must pass CDL testing and qualification within a year of hire.

Physical Demands

Exposure to all types of weather, dust, wetness, and noise. Exposure to hazards such as machinery, automobile traffic, electrical hazards, chemicals, fumes and mechanical parts are present, but can be minimized by following proper operating procedures and safety rules. In addition, safe working habits around heavy construction equipment required to limit potential injury.

Good physical condition to be able to perform manual work. The use of vision and hearing within normal accepted standards are essential to the safety and health of the employee and others. Must be able to lift up to 100 pounds.

Offer of employment is contingent upon passing a medical physical exam and drug testing.



KEWAUNEE COUNTY
HIGHWAY DEPARTMENT
Highway Worker II (Mechanic/Craftsman)

Characteristic Work of the Position

Nature: Under the direction of the Highway Commissioner and the Patrol Superintendent and any other members assigned over them, the employee is responsible for performing craftsman level mechanical repair/maintenance of engine driven equipment/vehicles and all related systems. Assignments given may change from day to day and from season to season.

Example of Duties:

1. **Advanced Preventative Maintenance** – duties include inspections and maintenance of all county-owned equipment including, but not limited to, autos, trucks, tractors, graders, sweepers, bulldozers, cranes, rollers, snow removal equipment, and compressors, etc.
2. **Advanced Heavy Repair** -troubleshoots, repairs and overhauls diesel engines, gas engines, drive train to include transmissions, brake systems, hydraulic systems, pneumatic systems, electrical systems, HVAC, suspension, tires and all other vehicle systems.
3. **Advanced Fabrication and Welding** – fabricating, welding, brazing, cutting, or other automotive shop work.
4. **Advanced Service Calls and Operation** - perform emergency vehicle and tire repairs in addition to operating vehicles as needed and for troubleshooting.
5. **Will Train other workers** and may direct work of others and will work overtime as-needed road construction and for snow and ice control activities.
6. **Laborer** – duties include patching potholes, picking up debris from roadway, flagging traffic, crack filling, snow fence installation and removal, and other roadway and roadside maintenance. Laborer also assists with maintenance projects that are labor intensive such as hand shoveling, raking asphalt, topsoil and lawn repair, installing erosion control, building repairs, culvert pipe and tile installation, bridge work, and shoveling snow. Do all basic maintenance checks before and after using equipment. Do all basic maintenance on equipment such as oil and filter changes, greasing, cleaning, etc.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Qualifications:

Knowledge and Abilities

1. Ability to read, comprehend, and communicate both verbally and in writing, at a level normally associated with completion of a high school degree or equivalent.
2. Ability to keep records/logs and work from technical drawing/sketches on, non-standard specialized equipment and projects.
3. **Advanced** knowledge of standard practices, methods, tools, and materials used in mechanical trades and the maintenance or repair of light/heavy automotive, construction and maintenance equipment.
4. **Advanced** ability to maintain trucks and other county owned construction equipment in a safe and effective manner.
5. **Advanced** knowledge of occupational hazards and safety precautions including MSHA and OSHA regulations.
6. Knowledge of traffic laws and weight limits.
7. Knowledge of location of state, county, city, and town roads.
8. Capable of accepting varied assignments from one day to another.
9. **Intermediate** training or skill in the operation of machinery and trucks
10. Use tact and courtesy in dealing with other employees, county officials, taxpayers, and other county and outside agencies.

Training and Experience

1. Graduation from High School, GED, or equivalent.
2. Preferred but not required: Class A or B Commercial Driver's License.
3. Ability to use an engine analyzer and laptop computer, (5) years of experience with equipment/vehicle maintenance or Technical Training & Advanced Training Courses Completion.
4. Required: ASE Certification - Electronic Diesel Engine Diagnosis Specialist or Medium-Heavy Truck or 10 years experience
5. **Advanced** knowledge of troubleshooting, maintenance, repair, or replacement of vehicle and equipment components, experience desired on electronic diagnostic equipment.
6. Must furnish your own hand tools.
7. **Must pass CDL testing and qualification within a year of hire.**

Physical Demands

Exposure to all types of weather, dust, wetness, and noise. Exposure to hazards such as machinery, automobile traffic, electrical hazards, chemicals, fumes and mechanical parts are present, but can be minimized by following proper operating procedures and safety rules. In addition, safe working habits around heavy construction equipment required to limit potential injury.

Good physical condition to be able to perform manual work. The use of vision and hearing within normal accepted standards are essential to the safety and health of the employee and others. Must be able to lift up to 100 pounds.

Offer of employment is contingent upon passing a medical physical exam and drug testing.

Revised 7/24

Kewaunee County Is An Equal Opportunity Employer



KEWAUNEE COUNTY
HIGHWAY DEPARTMENT
Highway Worker II (Operator/Craftsman)

Characteristic Work of the Position

Nature: Under the direction of the Highway Commissioner and the Patrol Superintendent and any other members assigned over them, the employee is responsible for performing **craftsman level operation** of highway department equipment. Assignments given may change from day to day and from season to season.

Example of Duties:

1. **Experienced Truck driver** – duties include hauling gravel, asphalt hot mix, water, equipment, etc., with dump trucks and trailers. Perform winter maintenance with plow trucks, graders and other equipment as necessary.
2. **Experienced Equipment operator** – operate equipment to perform excavating, grading, material loading and stockpiling, sweeping, compaction and paving on construction sites.
3. **Experienced Tractor operator** – duties include mowing ditches with a tractor and mower.
4. **Will Train other workers and may direct work of others** and will work overtime as-needed road construction and for snow and ice control activities.
5. **Laborer** – duties include patching potholes, picking up debris from roadway, flagging traffic, crack filling, snow fence installation and removal, and other roadway and roadside maintenance. Laborer also assists with maintenance projects that are labor intensive such as hand shoveling, raking asphalt, topsoil and lawn repair, installing erosion control, building repairs, culvert pipe and tile installation, bridge work, and shoveling snow. Do all basic maintenance checks before and after using equipment. Do all basic maintenance on equipment such as oil and filter changes, greasing, cleaning, etc.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Qualifications:

Knowledge and Abilities

1. Ability to read, comprehend, and communicate both verbally and in writing, at a level normally associated with completion of a high school degree or equivalent.
2. Ability to keep records/logs and work from technical drawing/sketches on, non-standard specialized equipment and projects.
3. Advanced knowledge of standard practices, methods, tools, and materials used in road construction, repair and maintenance.
4. Advanced ability to operate trucks and other county owned construction equipment in a safe and effective manner.
5. Advanced knowledge of occupational hazards and safety precautions including MSHA and OSHA regulations.
6. Advanced knowledge of traffic laws and weight limits.
7. Advanced knowledge of location of state, county, city, and town roads.
8. Capable of accepting varied assignments from one day to another.
9. Intermediate skill in repairs and maintenance of machinery and trucks.
10. Use tact and courtesy in dealing with other employees, county officials, taxpayers, and other county and outside agencies.

Training and Experience

1. Graduation from High School, GED, or equivalent.
2. Required: Class A CDL with Tanker
3. Basic computer skills, (5) years of experience as driver/operator or Technical Training & Advanced Training Courses Completion and (2) years of experience as driver/operator
4. Preferred but not required: Hazmat Certification or other advanced training
5. Advanced knowledge of road construction,
6. Intermediate experience on specialty equipment operation. (Example: Road Grader, Paver, Hotmix Plant, Paint Striper)

Physical Demands

Exposure to all types of weather, dust, wetness, and noise. Exposure to hazards such as machinery, automobile traffic, electrical hazards, chemicals, fumes and mechanical parts are present, but can be minimized by following proper operating procedures and safety rules. In addition, safe working habits around heavy construction equipment required to limit potential injury.

Good physical condition to be able to perform manual work. The use of vision and hearing within normal accepted standards are essential to the safety and health of the employee and others. Must be able to lift up to 100 pounds.

Offer of employment is contingent upon passing a medical physical exam and drug testing.



KEWAUNEE COUNTY
HIGHWAY DEPARTMENT
Highway Worker III (Mechanic/Work Leader)

Characteristic Work of the Position

Nature: Under the direction of the Highway Commissioner and the Patrol Superintendent and any other members assigned over them, the employee is responsible for being a work leader as well as performing craftsman level mechanical repair/maintenance of engine driven equipment/vehicles and all related systems. Assignments given may change from day to day and from season to season.

Example of Duties:

1. Will Train other workers and will direct work of others on a daily basis and will work overtime as-needed for road construction and for snow and ice control activities.
2. Will plan equipment and resources needed to lead crew members through day to day tasks, while assuming the role of onsite supervision for multiple people.
3. Assists upper management in long term planning and estimating and advanced research on new equipment and processes
4. Will direct training plans with requirements and instruct crew members as required on proper techniques
5. Will perform Quality Assurance checks of executed work and adjust to ensure quality standards are met.
6. Advanced Preventative Maintenance – duties include inspections and maintenance of all county-owned equipment including, but not limited to, autos, trucks, tractors, graders, sweepers, bulldozers, cranes, rollers, snow removal equipment, and compressors, etc.
7. Advanced Heavy Repair -troubleshoots, repairs and overhauls diesel engines, gas engines, drive train to include transmissions, brake systems, hydraulic systems, pneumatic systems, electrical systems, HVAC, suspension, tires and all other vehicle systems.
8. Advanced Fabrication and Welding – fabricating, welding, brazing, cutting, or other automotive shop work.
9. Advanced Service Calls and Operation - perform emergency vehicle and tire repairs in addition to operating vehicles as needed and for troubleshooting.
10. Laborer – duties include patching potholes, picking up debris from roadway, flagging traffic, crack filling, snow fence installation and removal, and other roadway and roadside maintenance. Laborer also assists with maintenance projects that are labor intensive such as hand shoveling, raking asphalt, topsoil and lawn repair, installing erosion control, building repairs, culvert pipe and tile installation, bridge work, and shoveling snow. Do all basic maintenance checks before and after using equipment.

Do all basic maintenance on equipment such as oil and filter changes, greasing, cleaning, etc.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Qualifications:

Knowledge and Abilities

1. Ability to read, comprehend, and communicate both verbally and in writing, at a level normally associated with completion of an Advanced Technical Training degree or equivalent.
2. Advanced ability to keep records/logs and work from technical drawing/sketches on, non-standard specialized equipment and projects.
3. Supervision and advanced knowledge of standard practices, methods, tools, and materials used in mechanical trades and the maintenance or repair of light/heavy automotive, construction and maintenance equipment.
4. Advanced ability to maintain trucks and other county owned construction equipment in a safe and effective manner.
5. Supervision and advanced knowledge of occupational hazards and safety precautions including MSHA and OSHA regulations.
6. Advanced Knowledge of traffic laws and weight limits.
7. Advanced Knowledge of location of state, county, city, and town roads.
8. Capable of accepting and directing varied assignments from one day to another.
9. Advanced training or skill in the operation of machinery and trucks
10. Use tact and courtesy in dealing with other employees, county officials, taxpayers, and other county and outside agencies.

Training and Experience

1. Graduation from Leadership/Management Course or 5 years experience as a supervisor.
2. Required: Class A CDL.
3. Ability to handle research and equipment accusation requirements
4. Ability to direct Fleet maintenance actions and perform cost benefit analysis
5. Ability to use an engine analyzer and laptop computer, (10) years of experience with equipment/vehicle maintenance or Technical Training & Advanced Training Courses Completion with (5) years of experience
6. Required: ASE Certification - Electronic Diesel Engine Diagnosis Specialist or Medium-Heavy Truck or 15 years experience
7. Advanced knowledge and supervision of troubleshooting, maintenance, repair, or replacement of vehicle and equipment components, experience desired on electronic diagnostic equipment.
8. Must furnish your own hand tools.

Physical Demands

Exposure to all types of weather, dust, wetness, and noise. Exposure to hazards such as machinery, automobile traffic, electrical hazards, chemicals, fumes and mechanical parts are present, but can be minimized by following proper operating procedures and safety

rules. In addition, safe working habits around heavy construction equipment required to limit potential injury.

Good physical condition to be able to perform manual work. The use of vision and hearing within normal accepted standards are essential to the safety and health of the employee and others. Must be able to lift up to 100 pounds.

Offer of employment is contingent upon passing a medical physical exam and drug testing.

Revised 7/24

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KEWAUNEE COUNTY
HIGHWAY DEPARTMENT
Highway Worker III (Operator/Work Leader)

Characteristic Work of the Position

Nature: Under the direction of the Highway Commissioner and the Patrol Superintendent and any other members assigned over them, the employee is responsible for being a work leader as well as performing craftsman level operation of highway department equipment. Assignments given may change from day to day and from season to season.

Example of Duties:

1. Will Train other workers and will direct work of others on a daily basis and will work overtime as-needed for road construction and for snow and ice control activities.
2. Will plan equipment and resources needed to lead crew members through day to day tasks, while assuming the role of onsite supervision for multiple people.
3. Assists upper management in long term planning and estimating and advanced research on new equipment and processes
4. Will direct training plans with requirements and instruct crew members as required on proper techniques
5. Will perform Quality Assurance checks of executed work and adjust to ensure quality standards are met.
6. Experienced Truck driver – duties include hauling gravel, asphalt hot mix, water, equipment, etc., with dump trucks and trailers. Perform winter maintenance with plow trucks, graders and other equipment as necessary.
7. Experienced Equipment operator – operate equipment to perform excavating, grading, material loading and stockpiling, sweeping, compaction and paving on construction sites.
8. Experienced Tractor operator – duties include mowing ditches with a tractor and mower.
9. Will Train other workers and may direct work of others and will work overtime as-needed road construction and for snow and ice control activities.
10. Laborer – duties include patching potholes, picking up debris from roadway, flagging traffic, crack filling, snow fence installation and removal, and other roadway and roadside maintenance. Laborer also assists with maintenance projects that are labor intensive such as hand shoveling, raking asphalt, topsoil and lawn repair, installing erosion control, building repairs, culvert pipe and tile installation, bridge work, and shoveling snow. Do all basic maintenance checks before and after using equipment. Do all basic maintenance on equipment such as oil and filter changes, greasing, cleaning, etc.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Qualifications:

Knowledge and Abilities

1. Ability to read, comprehend, and communicate both verbally and in writing, at a level normally associated with completion of an Advanced Technical Training degree or equivalent.
2. Advanced ability to keep records/logs and work from technical drawing/sketches on, non-standard specialized equipment and projects.
3. Supervision and advanced knowledge of standard practices, methods, tools, and materials used in road construction, repair and maintenance.
4. Supervision of crew and advanced ability to operate trucks and other county owned construction equipment in a safe and effective manner.
5. Supervision of Advanced knowledge of occupational hazards and safety precautions including MSHA and OSHA regulations.
6. Advanced knowledge of traffic laws and weight limits.
7. Advanced knowledge of location of state, county, city, and town roads.
8. Capable of accepting and directing varied assignments from one day to another.
9. Advanced skill in repairs and maintenance of machinery and trucks.
10. Use tact and courtesy in dealing with other employees, county officials, taxpayers, and other county and outside agencies.

Knowledge and Abilities

11. Ability to read, comprehend, and communicate both verbally and in writing, at a level normally associated with completion of an Advanced Technical Training degree or equivalent.
12. Advanced ability to keep records/logs and work from technical drawing/sketches on, non-standard specialized equipment and projects.
13. Supervision and advanced knowledge of standard practices, methods, tools, and materials used in mechanical trades and the maintenance or repair of light/heavy automotive, construction and maintenance equipment.
14. Advanced ability to maintain trucks and other county owned construction equipment in a safe and effective manner.
15. Supervision and advanced knowledge of occupational hazards and safety precautions including MSHA and OSHA regulations.
16. Advanced Knowledge of traffic laws and weight limits.
17. Advanced Knowledge of location of state, county, city, and town roads.
18. Capable of accepting and directing varied assignments from one day to another.
19. Advanced training or skill in the operation of machinery and trucks
20. Use tact and courtesy in dealing with other employees, county officials, taxpayers, and other county and outside agencies.

Training and Experience

1. Graduation from Leadership/Management Course or 5 years experience as a supervisor.
2. Required: Class A CDL with Tanker and Hazmat

3. Intermediate computer skills, (10) years of experience as driver/operator or Technical Training & Advanced Training Courses Completion and (5) years of experience as driver/operator
4. Required: Additional advanced training Course or (15) years of experience
5. Advanced knowledge and supervision of road construction,
6. Advanced experience on specialty equipment operation. (Example: Road Grader, Paver, Hotmix Plant, Paint Striper)

Physical Demands

Exposure to all types of weather, dust, wetness, and noise. Exposure to hazards such as machinery, automobile traffic, electrical hazards, chemicals, fumes and mechanical parts are present, but can be minimized by following proper operating procedures and safety rules. In addition, safe working habits around heavy construction equipment required to limit potential injury.

Good physical condition to be able to perform manual work. The use of vision and hearing within normal accepted standards are essential to the safety and health of the employee and others. Must be able to lift up to 100 pounds.

Offer of employment is contingent upon passing a medical physical exam and drug testing.

Revised 7/24



KEWAUNEE COUNTY ADMINISTRATOR'S OFFICE

Jeremy Kral
County Administrator

8/30/24

To: Kewaunee County Executive Committee

Re: Land and Water Department Re-Organization

Proposal:

Restructure the positions within the Land Conservation Department to account for reassignment of duties upon past elimination of 2 positions. The updated job descriptions and proposed compensation for the staff members reflect current operations of the department, anticipated future department needs, and employment market conditions.

Reasoning:

Maintaining and recruiting highly-skilled Land Conservation Department Staff is essential in order to maintain and build upon the progress that Kewaunee County has made in groundwater quality, nutrient management, manure management, and soil/crop health. Kewaunee County has a complex combination of karst soils, water sourced from wells, and agricultural interests that generate a greater than typical load on the department in terms of volume and intensity. The degree to which groundwater is sampled, tested, and documented is well beyond that in most other counties. Furthermore, the NR151 expertise in field walkovers, manure management, soil layer determinations and enforcement are used by fellow counties and at the state level when writing new protocols and regulations. Based on this data, the department works with operators to implement both required and voluntary measures aimed at improving water quality and soil health.

Kewaunee County is established as one of the leading counties statewide in applying state and federal regulatory framework to ensure environmental safety and zoning regulations are followed. The experienced team members among Kewaunee County staff are regularly approached to join regional and state leadership committees and apply their recognized skills and knowledge in service to the larger system.

The Kewaunee County Land Conservation Department was merged with the Sanitation/Zoning Department in 2018. After this merger, there were 7 staff in the newly combined department. Through the years, 2 staff left and those positions were not rehired. Those duties were reassigned to remaining staff. Updated job descriptions are attached, and new compensation scales are proposed.

An analysis of wages drawn from statewide data submitted by counties to the Wisconsin Dept. of Agriculture, Trade, and Consumer Protection's Soil and Water Grant Management process provides insight and background for the proposal. According to 2024 data submitted to the state department, Kewaunee County's wages on the lower side of the scale were lower than comparable counties with similar population and demographics and significantly lower than reported wages of nearby counties. On the higher side of the scale, Kewaunee County's wages were competitive with both nearby counties and counties of

similar population and demographics. However, that does not take into account that the surrounding counties (Brown, Door, Manitowoc) all having a separate zoning & sanitary department.

Brown: 8 LWCD staff & Separate Planning/Zoning/Sanitary

Door: 8 LWCD staff & Separate Planning/Zoning/Sanitary

Manitowoc: 6 staff LWCD & Separate Planning/Zoning/Sanitary

Kewaunee: 5 staff LWCD – combined departments

Kewaunee County's pay plan uses steps based on a percentage increase from the step below. The proposal is to create the new positions with Step 1 a rate \$2 per hour higher than the positions they replace in the 2024 pay plan. This increase would then be used to calculate subsequent steps. The proposal would increase wage expenses by approximately \$4,483, beginning in 2025. However, approximately \$3000-\$4000 would be funded by the next round of DATCP staffing grants. Therefore, the increase expense would be approximately \$1,483 - \$2,483. If approved by committee, this proposal would be included within the 2025 amended budget and funded by a combination of state, federal, and local funds.

Proposed 2025 Land and Water Reorganization

County Name	Staff Low Wages	Staff High Wages
Kewaunee (Current)	47,830	66,830
Adams	51,400	67,863
Brown	55,000	67,842
Calumet	60,664	78,328
Door	58,240	60,415
Green Lake	51,212	73,387
Manitowoc	52,360	64,542
Marquette	53,008	60,861
Oconto	51,540	66,367
Shawano	47,233	58,798
Averages-Comparable	52105.5	64615.2
Averages-Contiguous	55200.0	64266.3
Averages-All	53406.3	66489.2
Kewaunee/Comparable	-4275.5	2214.8
Kewaunee/Contiguous	-7370.0	2563.7
Kewaunee/All	-5576.3	340.8

Position	Maintain Status Quo		Proposed		w/ COLA	
	Next Step	Next Salary	2025 Step	2025 Salary	Rate	Salary
Cons. Tech	\$27.69	\$57,595	\$24.97	\$51,938	\$25.72	\$53,496
Cons. Spec II	\$30.61	\$63,699	\$32.64	\$67,891	\$33.62	\$69,928
Cons. Tech	\$33.42	\$69,514	\$35.45	\$73,736	\$36.51	\$75,948
Program Spec.	\$24.26	\$50,461	\$25.09	\$52,187	\$25.85	\$53,768

2025 Original Wages w/o Turnover (4 positions): **\$241,269**
 2025 Proposed Wage w/Restructure (Before COLA): **\$245,752**

Additional Wages w/Proposed Increases **\$4,483**
 Estimated additional Staffing Reimbursement: DATCP **\$3000-\$4000**
100% of 1st position and approximately 55.7% 2nd position
 Net Cost to Budget **\$1483 - \$2483**

*Comparable counties includes: Adams, Door, Green Lake, Marquette, Oconto, Shawano

*Source: County data drawn from actual salaries submitted to WI DATCP Soil and Water Management grant process

LAND AND WATER CONSERVATION PROGRAM SPECIALIST

Characteristic Work of the Position

Nature: Under the direction of the County Conservationist, serves as the lead clerical support staff person for the Land Conservation Department.

Example of Duties:

1. Serves as receptionist for the department.
2. Prepares effective written communications.
3. Ability to effectively communicate with individuals.
4. Prepares and maintains office supplies.
5. Assists with speaking and poster contests, awards banquets, etc.
6. Coordinates soil stewardship materials.
7. Assists in the preparation of conservation plans and processes cooperator agreements.
8. Assist Department Head with all programs and administrative activities; assumes administration of programs when delegated by the Department Head.
9. Deposits checks, processes vouchers, purchase orders, requests for payment for the LCD and its programs.
10. Establish and maintain financial accounts for LCD programs.
11. Prepare meeting agendas and, if needed, write minutes.
12. Generate reports, summaries, totals, mailing lists from existing databases.
13. Gather information for conservation planning, such as soil type, slope range, soil erodibility (K factor) and allowable soil loss (T factor).
14. Read and interpret United States Geological Survey (USGS) topographic maps, soils maps, aerial photographs and indexes, as well as other sources of resource information in the office.
15. Computer soil losses by using the Universal Soil Loss Equation (USLE); recompute soil losses with practices applied to estimate soil saved.
16. Update and maintain Field Office Technical Guides and other technical reference material.
17. Rod person for differential leveling surveys and angle measurements, chain person for horizontal survey measurements.
18. Check mathematical survey computations of others.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Qualifications:

Essential Knowledge and Abilities

1. Ability to type 60 wpm with 95% accuracy.
2. Understands how the Land Conservation Committee operates and how all the assisting agencies fit into place.
3. Basic understanding of the various programs administered through the LCD.
4. Ability to work with numbers with a high degree of accuracy.
5. Skill in using a calculator, computer, fax, copier and other office equipment.
6. Ability to work with and interpret topographic maps, soils maps, aerial photographs and indexes.
7. Skill in preparing and maintaining clear and concise records and reports.
8. Ability to work effectively with co-workers and other county and agency employees.
9. Ability to work well with the general public.
10. Capable of working with little or no supervision.
11. Ability to organize and coordinate meetings and banquets.

Training and Experience

1. Graduation from High School, GED, or equivalency.
2. Associates degree in secretarial or office management or similar field, highly desired.
3. Two to five years of full-time clerical experience.
4. Equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Physical Demands

The performance of tasks mainly involves inside, protected from weather conditions. Ability to perform most work from a sedentary position. Ability to function in situations encountered in a normal office setting.



Kewaunee County
Land and Water Conservation Department
Conservation Associate (NEW – Replaces Program Specialist)

Characteristic Work of the Position

Nature:

Under the direction of the County Conservationist, this position maintains and administers financial and program support for the Land Conservation Department. The Conservation Associate should be capable of performing all functions of the position without routine administrative or minimal supervision.

Example of Duties:

1. Department bookkeeper and maintains LWCD budget line items (revenue and expenditures)
2. First point of contact fielding landowner questions
3. Performs the necessary functions to administer the Farmland Preservation Program. Issues new and updates existing Certificates of Compliance. Maintains current database for the State of Wisconsin Department of Revenue, which cross-references FPP tax credits claimed. Verify program eligibility and help to maintain current NR151 compliance database.
4. Updates landowners Conservation Plans when buying & selling land to maintain compliance
5. Issues invoices for FPP Compliance walkovers done by LWCD. Maintains all receipts and transaction records for payments.
6. Maintains financial records for Non-Metallic Mining Permits, annual billing, financial assurance and permit issuing.
7. Maintains financial records for all Sanitary & Zoning Permits.
8. Writes and administers Conservation Reserve Enhancement Program (CREP) contracts, in cooperation with USDA Farm Service Agency & State of Wisconsin Department of Trade & Consumer Protection.
9. Assists in administering private homeowner well testing programs.
10. Maintains all office financials for submitting State Grants & for submission to Auditors upon request.
11. Process vouchers, purchase orders and requests for payment from the LWCD and its programs.
12. Administers annual tree and shrub program

Qualifications

Essential Knowledge and Abilities:

1. Ability to read and understand complex written materials such as ordinances, statutes, contracts and grants. Ability to read, comprehend and communicate both verbally and in writing at a professional level.
2. Knowledge of applicable county, state, and federal conservation programs.
3. General knowledge of conservation practices and plans.
4. General knowledge of farming operations and systems.
5. General knowledge of ArcView or GIS.
6. Capable of working with limited supervision and making decisions involving routine matters.
7. Ability to organize and schedule work efficiently to meet deadlines.
8. Ability to prepare and maintain clear and concise records and reports.
9. Ability to work with a high degree of accuracy.
10. Ability to maintain confidentiality.
11. Ability to accept direction from immediate supervisor.
12. Ability to establish and maintain effective working relationships with co-workers, other County, State and Federal employees, and the public.

Training and Experience:

1. An associate's degree in accounting or related field, or a high school diploma with an equivalent combination of work experience, training and education which provides the required knowledge, skills and abilities.
2. Three years minimum experience in office administration.

Physical Demands

Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend, and lift moderately heavy (up to 50 pound) objects. The performance of tasks involves mainly inside, protected from weather conditions.



Kewaunee County
Land and Water Conservation Department
Conservation Specialist II (Current – Replaced by Specialist III in Proposal)

Characteristic Work of the Position

Under the direction of the County Conservationist, this position serves as one of the technical support staff of the Land & Water Conservation Department. The Conservation Specialist II will conduct onsite NR151 and Farmland Preservation Walkovers, site inspections, develop and assist with technical plans and designs for cropland and stream bank erosion control practices. The Conservation Specialist should be capable of performing the functions of the position with routine administrative and minimal technical supervision.

Example of Duties:

1. Assist landowners with carrying out Land & Water Programs / Ordinances
2. Carry out extensive NR151 Farm Walkovers to evaluate compliance
3. Implement and enforce new and existing local, county, state and federal rules and regulations
4. Conduct in-field verification and mapping of Karst features
5. Determine and map depth to bedrock through in-field verification
6. Conduct manure audits and spill response
7. Administer Farmland Preservation Program
8. Review, Write and Teach Nutrient Management
9. Contact landowners regarding participation in conservation programs to include Targeted Runoff Management Grants and Land & Water Resource Management Grants.
10. Operate County's GPS survey system to collect and transfer survey data to be used for Best Management Practice design.
11. Conduct field construction surveys for technical design
12. Assist other agencies and external committees.
13. Assist landowners in the beginning stages of Wisconsin Pollution Discharge Elimination System permit process.
14. Keep up-to-date of technical changes at the area/state level.
15. Assist in technical presentations and training for educational activities with associations, community groups, schools, government entities, and professionals.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Essential Knowledge and Abilities:

1. Knowledge of applicable county, state, and federal conservation programs.
2. Strong knowledge of soils

3. Extensive knowledge of conservation practices and laws.
4. Extensive knowledge of farming operations and systems.
5. Extensive knowledge of nutrient management plans.
6. Extensive knowledge of conservation planning.
7. Extensive knowledge of USGS quad sheets, soils maps, aerial photographs and other map sources.
8. Ability to communicate effectively orally, electronically, and in writing.
9. Ability to write grants and reports and present findings
10. Ability to work with landowners/operators, construction contractors, cooperating agencies, and other county departments.
11. Extensive knowledge of ArcView or GIS.
12. Extensive knowledge of Wisconsin Departments of Agriculture, Trade & Consumer Protection (DATCP) and Department of Natural Resources (DNR), USDA Natural Resources Conservation Service (NRCS) standards, specifications, policies and procedures for installing practices.
13. Extensive knowledge of conservation Best Management Practices and state/local regulations.
14. Extensive knowledge of nutrient management plans, agronomy, farming operations and soil science.
15. Extensive knowledge in interpreting USGS quad sheets, soils maps, aerial photographs and other map sources.
16. Ability to survey and design using GPS, Civil Engineering and/or AutoCad and supervise the construction of conservation and water quality practices.
17. Ability to maintain, research, and update standards, codes, reference materials, and training needs
18. Extensive knowledge of Wisconsin Departments of Agriculture, Trade & Consumer Protection (DATCP) and Department of Natural Resources (DNR), USDA Natural Resources Conservation Service (NRCS) standards, specifications, policies and procedures for installing practices.

Training and Experience

1. Bachelor's degree in soil and water conservation, natural resources technology, soil science, agricultural science or a related field.
2. Minimum 1 year experience with GIS/Arc View and/or CAD
3. Five (5) years' or more experience in a related field.

Physical Demands

Ability to perform job related activities out in the field when needed. These activities could include: walking through plowed crop fields, getting into and out of soil test pits, carrying portable axel scales (approx. 60 pounds).



Kewaunee County

Land and Water Conservation Department

Conservation Specialist III (New – Replaces Specialist II in Proposal)

Characteristic Work of the Position

Under the direction of the County Conservationist, this position serves as one of the senior level technical support staff of the Land & Water Conservation Department. The Conservation Specialist III will conduct onsite compliance reviews of NR151, Chapter 30, Chapter 39 and administer final reports. This position will also conduct Farmland Preservation Walkovers, teach Nutrient Management Farmer Education, perform site inspections, conduct waste hauling audits, develop and assist with technical plan designs for cropland and stream bank erosion control practices. The Conservation Specialist III, must be capable of performing all functions of the position without routine administrative or minimal technical supervision.

Example of Duties:

1. Assist landowners with carrying out Land & Water Programs / Ordinances
2. Carry out extensive Chapter 39 and NR151 Farm Walkovers to evaluate compliance
3. Audit Nutrient Management Plans for compliance and implementation
4. Audit manure applications for compliance and implementation
5. Write in-depth Chapter 39 reports and work with Corp Counsel on enforcement
6. Implement and enforce new and existing Local, County, State and Federal rules and regulations
7. Conduct in-field verification and mapping of Karst features
8. Determine and map Depth to Bedrock through in-field verification
9. Administer Farmland Preservation Program
10. Review, Write, and Teach Nutrient Management Farmer Education Classes
11. Advise and assist with Technical, Practice and Regulatory Standard Development
12. Assist Operators with Alternative Manure and Nutrient Systems
13. Assist and Review / Evaluate Composting Sites
14. Create and maintain GIS Layers in coordination with County, State, Federal and partner agencies
15. Contact landowners regarding participation in conservation programs to include: Targeted Runoff Management Grants and Land & Water Resource Management Grants.
16. Operate GPS survey systems to collect and transfer survey data used for design of BMP's
17. Assist landowners in the DNR Waterway permit process
18. Keep up-to-date of technical changes at the area/state level
19. Assist in technical presentations and training for educational activities with associations, community groups, schools, government entities, and professionals

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Essential Knowledge and Abilities:

1. Ability to communicate effectively orally, electronically, and in writing
2. Ability to write Citation Reports, recommendations and documentation
3. Ability to write grants, reports and present findings
4. Ability to work with landowners/operators, contractors, cooperating agencies, and other County Departments
5. Ability to maintain, research, and update standards, codes, reference materials, and training needs
6. Ability to survey and design using GPS, Civil Engineering and/or AutoCad and supervise the construction of conservation and water quality practices
7. Knowledge of applicable county, state, and federal conservation programs
8. Advanced knowledge of farming operations and Agricultural Waste Systems
9. Extensive knowledge of conservation planning, practices, regulation and implementation methods
10. Extensive knowledge of USGS quad sheets, soils maps, aerial photographs and other map sources
11. Advanced knowledge of ArcView or GIS and other related software
12. Extensive knowledge of conservation Best Management Practices and implementation methods
13. Extensive knowledge of Agricultural regulation (Federal, State, County and Local)
14. Extensive knowledge of Municipal and Industrial Waste regulation (Federal, State, County and Local)
15. Extensive knowledge of Nutrient Management Plans, Agronomy and Soil Science
16. Extensive knowledge in interpreting USGS quad sheets, soils maps, aerial photographs and other map sources
17. Extensive knowledge of Wisconsin Departments of Agriculture, Trade & Consumer Protection (DATCP) and Department of Natural Resources (DNR), USDA Natural Resources Conservation Service (NRCS) standards, specifications, policies and procedures for installing practices
18. Extensive knowledge of County specific geological and hydrological formations

Minimum Qualifications

1. Bachelor's degree in soil and water conservation, natural resources technology, soil science, agricultural science, or a related field
2. Minimum five (5) years or more experience with GIS/Arc View and/or CAD
3. Minimum five (5) years or more experience with soils, depth to bedrock verification, conservation walkovers.
4. Five (5) or more years' in field conservation and nutrient management development

Physical Demands

Ability to perform job related activities out in the field when needed. These activities may include: walking long distances through plowed crop fields or over difficult terrain, manual soil probing, getting into and out of soil test pits, carrying portable axel scales (approx. 60 pounds).



Kewaunee County
Land and Water Conservation Department
Conservation Technician (Current – Replaced by Sanitary/Zoning in Proposed)

Characteristic Work of the Position

Under the direction of the County Conservationist, this position provides civil engineering technical assistance, design, plan approvals, and supervision in response to state mandates, county ordinances, agencies, engineers, firms, consultants, organization and landowners. Develop complex plans and designs above and below ground manure storage/barnyard structures, grass waterways/drainage, soil investigations, waste handling systems, agricultural waste treatment, cropland and stream bank erosion control practices.

Example of Duties:

1. Contact landowners regarding participation in conservation programs to include Targeted Runoff Management Grants and Land & Water Resource Management Grants.
2. Assist in administering, reviewing, and approving Kewaunee County Animal Waste Ordinance permits by determining applicability, costs, and collects fees. Reviews, comments on, and files documents to address all submitted plans and permits.
3. Perform on-site pre-construction soil inspections to determine the Unified soil classification using Munsell Soil Color Charts, depth to bedrock and depth to water table.
4. Evaluate water pollution potential of barnyards, waste storage facilities and waste spreading sites utilizing applicable computer models and professional judgment.
5. Conduct field construction surveys for technical design, earthwork, quantities, as-built plans, staking, setting grades, and computing cost estimates for soil erosion control and water pollution abatement conservation practices and systems.
6. Utilize AutoCad Civil 3D to draft engineering construction plans for designated Best Management Practices.
7. Operate County's GPS survey system to collect and transfer survey data to be used for Best Management Practice design.
8. Inspect, assist, and oversee contractors and landowners in carrying out construction projects making in-field and office decisions for conflicts, design changes, construction procedures, method modifications or cease and desist orders.
9. Inspect and document construction materials, concrete, and compaction requirements.
10. Perform concrete slump tests and ensure proper curing procedures meet standards.
11. Keep up-to-date of technical changes at the area/state level.
12. Assist in technical presentations and training for educational activities with associations, community groups, schools, government entities, and professionals.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Essential Knowledge and Abilities:

1. Knowledge of applicable county, state, and federal conservation programs.
2. General knowledge of conservation Best Management Practices and state/local regulations.
3. General knowledge of nutrient management plans, agronomy, farming operations and soil science.
4. General knowledge in interpreting USGS quad sheets, soils maps, aerial photographs and other map sources.
5. Ability to communicate effectively orally, electronically, and in writing.
6. Ability to write grants and reports and present findings.
7. Ability to work with landowners, operators, construction contractors, cooperating agencies, and other county departments.
8. General knowledge of ArcView or GIS.
9. Ability to survey and design using GPS, Civil Engineering and/or AutoCad and supervise the construction of conservation and water quality practices.
10. Working knowledge and ability to utilize NRCS standards, Engineering Handbooks and Manuals, WPDES guidelines and Wisconsin Construction Specifications.
11. Working knowledge of construction inspection procedures, practices, and documentation used in civil engineering field.
12. Ability to make complex mathematical computations while using surveying, drafting, computer, and electronic calculating equipment.
13. Ability to maintain, research, and update standards, codes, reference materials, training needs and engineering certification.
14. General knowledge of Wisconsin Departments of Agriculture, Trade & Consumer Protection (DATCP) and Department of Natural Resources (DNR), USDA Natural Resources Conservation Service (NRCS) standards, specifications, policies and procedures for installing practices.

Training and Experience

1. Bachelor's degree in soil and water conservation, natural resources technology, soil science, agricultural science or a related field.
2. Minimum 1-year experience with GIS/Arc View and/or CAD
3. Requirement to obtain Certified Soil Tester (CST) credentials within 2 years and Private Onsite Wastewater Treatment Systems (POWTS) Inspector Certification within 1 year.

Physical Demands

Ability to perform job related activities out in the field when needed. These activities could include: walking through plowed crop fields, getting into and out of soil test pits, carrying portable axle scales (approx. 60 pounds).



Kewaunee County
Land and Water Conservation Department
Conservationist – Sanitary/Zoning Specialist **NEW-2025 Proposed**

Characteristic Work of the Position

Under the direction of the County Conservationist, this position serves as one of the senior level technical support staff of the Land & Water Conservation Department. The Conservationist – Sanitary/Zoning Specialist will conduct onsite compliance reviews of Chapter 15 (Sanitary), Chapter 16 (Shoreland Zoning) and Chapter 19 (Floodplain Zoning) and administer technical/landowner assistance, plan approvals, and onsite soil investigations. The Conservationist – Sanitary/Zoning Specialist must be capable of performing all functions of the position without routine administrative or minimal technical supervision.

Example of Duties:

1. Implement Chapter 15 (Sanitary), Chapter 19 (Floodplain Zoning) and Chapter 16 (Shoreland Zoning)
2. Inspect, assist, and oversee contractors and landowners in carrying out sanitary, floodplain and shoreland zoning projects - making in-field and office decisions for conflicts, design changes, construction procedures, method modifications or cease and desist orders
3. Perform all onsite soil investigations and Private Onsite Wastewater Treatment Systems (POWTS) inspections
4. Supervise the construction of Private Onsite Wastewater Treatment Systems (POWTS)
5. Assist landowners in the grants for Private Onsite Wastewater Treatment Systems (POWTS) systems
6. Assist landowners within the FEMA Floodplain mapped areas
7. Audit sanitary systems for compliance
8. Implement and enforce new and existing Local, State, and Federal rules and regulations
9. Review and issue all Chapter 15 (Sanitary), Chapter 19 (Floodplain) and Chapter 16 (Shoreland zoning) permits, including setting up on-site visits and public hearings with the Board of Adjustments.
10. Determine and set house numbers for properties in Kewaunee County
11. Determine Ordinary High-Water Marks
12. Assist other agencies and external committees.
13. Keep up-to-date of technical changes at the area/state level.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Essential Knowledge and Abilities:

1. Ability to communicate effectively orally, electronically, and in writing.
2. Ability to write Citation Reports, recommendations and documentation.
3. Ability to write grants and reports and present findings.

4. Ability to work with landowners/operators, contractors, cooperating agencies, and other County Departments.
5. Ability to survey and design using GPS, Civil Engineering and/or AutoCad and supervise the construction of POWTS
6. Ability to determine Ordinary High-Water Mark
7. Extensive knowledge on AutoCad Civil 3D, Civil Engineering and/or AutoCad
8. Advanced knowledge of performing on-site pre-construction soil inspections to determine the Unified soil classification using Munsell Soil Color Charts, depth to bedrock and depth to water table.
9. Extensive knowledge of USGS quad sheets, soils maps, aerial photographs and other map sources
10. Extensive knowledge of "WI Sanitary – Chapter SPS 383" (Federal, State, County and Local)
11. Extensive knowledge of Wisconsin Departments of Agriculture, Trade & Consumer Protection (DATCP) and Department of Natural Resources (DNR), USDA Natural Resources Conservation Service (NRCS) standards, specifications, policies and procedures for installing practices
12. Extensive knowledge of County specific geological and hydrological formations
13. Extensive knowledge of construction inspection procedures, practices, documentation and enforcement.
14. Ability to maintain, research, and update standards, codes, reference materials, training needs and engineering certification.

Training and Experience

1. Bachelor's degree in soil and water conservation, natural resources technology, soil science, agricultural science or a related field.
2. Minimum five (5) years or more experience with GIS/Arc View and/or CAD
3. Five (5) or more years' experience in a related field
4. Five (5) or more years with Certified Soil Tester (CST) credentials within 2 years and Private Onsite Wastewater Treatment Systems (POWTS) Inspector Certification

Physical Demands

Ability to perform job related activities out in the field when needed. These activities could include: walking through plowed crop fields, getting into and out of soil test pits, carrying portable axel scales (approx. 60 pounds).