

**RESOLUTION NO. 2022-18**

**A RESOLUTION ADOPTING THE CALEDONIA 2022 REVISED SALARY COMPENSATION SCHEDULE ELIMINATING ENGINEERING TECHNICIAN/CODE ENFORCEMENT AND CREATING PLANNING & ZONING TECHNICIAN**

**WHEREAS**, the Caledonia Village Board of Trustees previously adopted Resolution 2021-45, Caledonia's Revised 2021 Salary Compensation Schedule; and

**WHEREAS**, the Personnel Committee of the Caledonia Village Board has recommended the elimination of the position of Engineering Technician/Code Enforcement, Salary Grade 13; and

**WHEREAS**, the Personnel Committee of the Caledonia Village Board has recommended the creation of the position of Planning & Zoning Technician, Salary Grade 9; and

**NOW, THEREFORE, BE IT RESOLVED** by the Village Board of the Village of Caledonia that Caledonia's Salary Compensation Schedule dated March 22, 2022, as set forth in **Exhibit A** which is attached hereto and incorporated herein is approved and adopted.

7th Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this day of March 2022.

VILLAGE OF CALEDONIA

By: Lee Wishau  
Lee Wishau, Acting Village President

Attest: Joslyn Hoeffert  
Joslyn Hoeffert, Village Clerk

Village of Caledonia  
Planning & Zoning Technician  
Job Description

Position Title:	Planning & Zoning Technician
Reports to:	Development Director
Employment Category:	Full time, non-exempt
Department:	Planning & Development
Pay Grade:	9

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**Job Summary:**

Reporting to the Development Director, the Planning Technician is responsible for general office administrative assistance to further the efforts of the Community Development Department, including the in-take process and the review of permits. The Planning Technician is a main point of contact for zoning and development questions and provides customer service for residents and other Village staff. The Planning Technician also actively assists with zoning compliance and enforcement by providing inspections, responding to complaints and documenting code violations.

**Essential Duties & Responsibilities:**

The following are the fundamental job duties and responsibilities. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned, as the management deems necessary.

- Serve as initial public contact for the Community Development Department by phone and at the counter.
- Provide information to homeowners, builders, engineers, developers, architects and the public on development standards, zoning, and land use regulations.
- Receive, accept for filing and process a variety of planning and land use permit applications and reviews permits to ensure compliance with Village requirements and for completeness of application and pertinent information.
- Review zoning permits and zoning documents.
- Respond to local citizens inquiring about Village planning and zoning regulations and ordinances.
- Assist with managing and maintaining Village of Caledonia Planning & Zoning Department Records.
- Lead efforts in digitizing department records and processes.
- Respond to zoning requests from the public for rezoning, building, set back requirements, ordinance conformance and other items.
- Assist with Planning and Zoning projects.
- Prepare memos, code enforcement letters, zoning verification letters and some narrative staff reports.
- Serve as liaison to the Community Development Authority.
- Conducts research and compiles data and information for Planning & Zoning Department.

- Prepare and send out public notices when needed.
- Assist with Plan Commission and Board of Zoning Appeals packets as needed
- Attend and take minutes at Plan Commission and Board of Zoning Appeals meetings.
- Conduct inspections of properties for violations of zoning ordinances and Plan Commission and Village Board approvals and issues "stop-work" orders and/or recommends issuance of citations.
- Perform related work as required.

## **REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES**

*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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Education and/or Experience**

- Associate Degree in Urban Planning or a related field preferred or any equivalent combination of experience and training that would provide administrative skills.
- Experience in municipal planning.

### **Language Skills**

- Ability to relate to and communicate effectively with others.
- Ability to establish good working relationships with all levels of staff and citizenry.
- Ability to effectively communicate both verbally and in writing. Well-developed communication skills to gain the trust and cooperation of others when it may be difficult to achieve, and ability to communicate technical concepts and abstract ideas.
- Ability to gather, analyze, interpret, and present data in clear and concise reports and make recommendations.
- Ability to communicate and understand English speaking skills.

### **Mathematical Skills**

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret basic statistical reports and explain to others.

### **Reasoning Ability**

- Must possess leadership skills and initiative to work independent of direct supervision.
- Ability to use logic and reasoning to identify problems and make sound decisions, including situations where only limited information is available, while conducting research, analyzing complex issues, and formulating recommendations.
- Ability to review plans and apply provisions of the ordinances and codes to determine

- compliance with such regulations and to apply regulations to field conditions.
- Ability to accept professional guidance, assignments, and correction as needed.

#### **Other Qualifications**

- Thorough working knowledge of Microsoft Office software and their applications.
- Knowledge of planning principles and practices, including zoning and other pertinent specialties
- Knowledge of principles and practices of research and data collection.
- Understanding of federal rules, Wisconsin state statutes, and Village ordinances and regulations related to planning and zoning.
- Ability to maintain confidentiality and professionalism.
- Ability to organize and prioritize a large number of projects at one time.
- Ability to work independently and in a team environment.
- Ability to communicate well in difficult situations.
- Valid Wisconsin Driver's License.

#### **PHYSICAL REQUIREMENTS**

*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.*

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert light physical effort in sedentary to light work in an office environment.

#### **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.*

- The noise level in the work environment is moderate. Work is typically performed in an office. Work will occur in the field for inspections in a variety of weather conditions.
- Office hours are 8am-5pm Monday-Friday with monthly evening meetings.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

**Selection Guidelines, Reasonable Accommodations, and Receipt:**

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Caledonia may conduct a background investigation of a candidate for employment and periodically during the employee's employment. An applicant or employee is required to cooperate with the Village's background investigation.

The Village is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. 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.

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Applicant Signature

Date

Location	Position Title	Min	Max
City of La Crosse	Planning & Development Assistant	\$ 37,356.00	
Outgamie County	Planning & Zoning Assistant	\$ 51,732.00	\$ 70,476.00
City of Onalaska	Planning Associate	\$ 57,300.00	
City of Kenosha	Planning Technician	\$ 42,600.00	\$ 53,256.00
City of Kenosa	Planning Technician	\$ 49,668.00	\$ 63,840.00
Madison	Planning Technician	\$ 59,700.00	\$ 68,148.00
Outgamie County	Zoning Administrative Assistant	\$ 41,724.00	\$ 53,700.00
Polk County	Admin Assistant/Zoning Specialist	\$ 39,108.00	\$ 45,900.00
Douglas County	Administrative Services Supervisor	\$ 43,452.00	\$ 49,644.00
Douglas County	Office Associate III Land Services/	\$ 32,724.00	\$ 37,404.00
City of Onalaska	Code Enforcement Technician	\$ 46,008.00	\$ 62,244.00
City of La Crosse	Code Enforcement Technician	\$ 34,908.00	
City of Menasha	Code Enforcement Specialist	\$ 44,136.00	\$ 55,284.00
City of Racine	Code Enforcement Inspector	\$ 54,144.00	\$ 57,204.00
	<b>Average</b>	<b>\$ 45,325.71</b>	<b>\$ 56,100.00</b>
	<b>Median</b>	<b>\$ 43,794.00</b>	<b>\$ 55,284.00</b>
<b>Non Wisconsin Locations</b>			
Fayetteville	Code Enforcement Administrator/	\$ 42,720.00	\$ 65,652.00
St Cloud	Planning & Zoning Technician	\$ 36,348.00	\$ 55,896.00
Marco Island, FL	Planning & Zoning Technician	\$ 44,004.00	\$ 66,000.00
Naples, FL	Planning & Zoning Technician	\$ 44,184.00	\$ 73,356.00
Portsmouth	Planning & Zoning Technician	\$ 41,208.00	\$ 60,636.00
Sunny Isles Beach	Planning & Zoning Technician	\$ 46,008.00	\$ 75,456.00
Asheville	Planning & Zoning Technician	\$ 28,284.00	\$ 46,680.00
Prattville	Planning & Zoning Technician	\$ 37,056.00	\$ 56,388.00
Clermont	Planning & Zoning Technician	\$ 27,372.00	\$ 43,560.00
	<b>Average</b>	<b>\$ 38,576.00</b>	<b>\$ 60,402.67</b>
	<b>Median</b>	<b>\$ 41,208.00</b>	<b>\$ 60,636.00</b>
Akron	Zoning Technician	\$ 44,724.00	\$ 59,988.00
Boca Raton	Zoning Technician	\$ 52,332.00	\$ 87,108.00
Clermont	Zoning Technician	\$ 28,728.00	\$ 45,720.00
Fairfax	Zoning Technician	\$ 46,560.00	\$ 53,496.00
Fremont	Zoning Technician	\$ 55,728.00	\$ 67,740.00
Gainesville	Zoning Technician	\$ 30,816.00	\$ 41,784.00
Greenacres	Zoning Technician	\$ 34,224.00	\$ 51,840.00
Harrisonburg	Zoning Technician	\$ 38,004.00	\$ 63,900.00
North Myrtle Beach	Zoning Technician	\$ 45,348.00	
Sunrise	Zoning Technician	\$ 61,680.00	\$ 85,020.00
	<b>Average</b>	<b>\$ 43,814.40</b>	<b>\$ 61,844.00</b>
	<b>Median</b>	<b>\$ 45,036.00</b>	<b>\$ 59,988.00</b>
<b>Options</b>			
	8	45,850.81	59,606.05
	9	48,143.35	62,586.36
	10	50,550.52	65,715.68