

Job Announcement

St. John the Baptist Parish is currently accepting applications for the following position(s):

PLANNING & ZONING DEPARTMENT

Zoning Regulatory Administrator – **SUMMARY OF PRIMARY JOB FUNCTION:** Performs administrative enforcement of zoning ordinances and performs planning and research work in the Parish's Planning and Zoning Department. Jobholder is responsible for administration and enforcement of zoning ordinances; conducting technical and planning research relative to specific projects; assigning duties to support staff; and handling complaints; assisting the Planning & Zoning Director; conferring with various department staff, governmental officials, attorneys, and the general public concerning assigned responsibilities; attending public meetings; issuing directives and correspondence on code compliance; preparing budget information; and preparing various reports. **QUALIFICATION REQUIREMENTS:** Bachelor's degree in planning or a related field, and three to five years of experience in regulatory zoning administration and/or planning at the local government level, preferably with some supervisory experience; or any equivalent combination of training and experience which will provide the required knowledge, skills and abilities. Must have a valid Louisiana Driver's License and driving record acceptable to the Parish's Risk Manager. Certifications in planning, coastal zone management, and floodplain management highly desirable. **OTHER:** Considerable knowledge of legal procedures as related to the enforcement of zoning laws and ordinances, building code compliance, construction practices and of various stages of construction when violations regarding zoning and/or building code compliance should be observed and corrected; general knowledge of the current literature, trends, and developments in the field of zoning administration; analytical and research skills sufficiently developed so as to independently pursue solutions to complex code or construction-related questions. **GRADE: 11; PAY RANGE: \$29.47/hour – \$33.85/hour DOE.**

UTILITIES DEPARTMENT

Water Plant Operator – **SUMMARY OF PRIMARY JOB FUNCTION:** Controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use; operates and maintains the Parish's water filter plants, wells, reservoirs and related water distribution systems and facilities; ensures drinking water is in compliance with state and federal guidelines and regulations. **REQUIREMENTS:** High school diploma or equivalent plus demonstrated aptitude for learning and understanding technical, chemical and mechanical systems and concepts, particularly those involved in the treatment of municipal potable water; or equivalent combination of education and experience. Current Louisiana Department of Health & Hospitals (DHH) Class 1, 2, 3, or 4 certifications in Water Treatment and Water Production preferred. *(Willing to consider candidate without certification as Trainee. Trainee must pass Class 1 certification requirements in Water Treatment and Water Production through the Louisiana Department of Health and Hospitals (DHH) within one (1) year of hire; must pass Class 2 certification requirements in Water Treatment and Water Production by the end of the second year in position as a condition of retaining the job. Progress must be made toward completion of Class 3 and Class 4 certifications in Water Treatment and Water Production when experience requirements of DHH are met.) Progress must be made toward attainment of higher levels of certification in Water*

Treatment and Production when experience requirements of DHH are met.) Must possess a valid Louisiana Driver's License and a satisfactory driving record. Required licenses and certifications must be kept current during employment with the Parish, including maintaining DHH certification requirements. ***Starting salary dependent upon level of certification and experience***

Applications due by December 17, 2018.

Only applications meeting the minimum qualifications will be acknowledged.

Apply at:

www.sjbparish.com

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