

WETLAND AGENT/LAND USE ASSISTANT

Position Purpose:

Performs inspections, reviews and enforcement duties in administering the Connecticut Inland Wetlands Act, the Hebron Zoning and Subdivision Regulations and related Town codes and regulations; performs investigations and monitors activities under the purview of the State Inland Wetlands Act and municipal Zoning and Subdivision Regulations. Compliance with adopted standards is achieved through education, the permit review process, inspections, and enforcement actions. A Wetland Agent/Land Use Assistant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his or her direction and control.

Supervision:

Supervision Scope: Performs varied and responsible inspection duties of a technical nature requiring the exercise of considerable judgment in ensuring compliance with proper standards and the enforcement of pertinent laws and regulations. Duties require strict adherence to applicable state, municipal and federal laws.

Supervision Received: Works under the general direction of the Director of Planning and Development and in accordance with established department general and special orders, rules, regulations, policies and procedures. Implements directives of the Conservation Commission/Inland Wetland Agency and the Planning and Zoning Commission. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

Supervision Given: Supervises assigned office staff by assigning tasks and giving instructions.

Job Environment:

Work is performed in an office and in field conditions, where sometimes there may be adverse weather conditions, including extreme hot and cold and conditions of a construction site; may come in contact with fumes, vibrations and other hazardous elements; some work may be performed in moderate to very loud work environments.

The work requires the operation of an automobile, test equipment, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and/or periodic contact with members of the building community, external organizations, governmental agencies, and other municipal departments; communication is in person, by telephone and standard reports.

Has access to department related confidential information such as litigation; the application of appropriate judgement, discretion and professional office protocols are required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Provides staff support to the Hebron Conservation Commission / Inland Wetland Agency and attends all its meetings, prepares agendas, legal notices and provides follow-up communications as required
- Performs work assignments as requested by the Conservation Commission
- Assists applicants to the Wetland Agency in explaining and understanding the application process for regulated activities
- Provides staff review of applications, coordinates with other Planning and Development staff on said review, and prepares written reports to the Commission on applications
- Performs inspections of construction sites to ensure compliance with Wetland Agency decisions and any required follow-up with applicants
- Responsible for wetland regulations violation detection and curtailment, initiates enforcement action as required to end violations
- Performs erosion and sediment control inspections of all construction sites ongoing in town in coordination with other town staff and provides guidance to builders, contractors and homeowners as needed
- Performs enforcement duties in administering the Hebron Inland Wetland Regulations
- Prepares and presents informational materials to educate the public concerning environmental matters
- Provides assistance with the Town of Hebron applications and submission to the SustainableCT Program
- Assists and coordinates with the Zoning Enforcement Officer (ZEO) in the enforcement of Zoning Regulations which include: site inspections, interaction with the public, providing written reports to the ZEO on enforcement activities
- Performs related duties as assigned and works under the daily supervision of the Director of Planning and Development

Other Functions:

- Maintains current knowledge of all applicable laws, codes, and rules and regulations regarding departmental operations.
- Performs similar or related work as required, directed or as situation dictates.

Physical and Mental Effort:

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit and talk or hear; occasionally required to walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Employee must be able to access all levels of a construction site and traverse uneven terrain. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. This position requires the ability to efficiently operate a keyboard and calculator.

Minimum Required Qualifications:**Education, Training and Experience:**

A degree in the natural sciences, natural resources, environmental studies or a closely related academic discipline or a minimum of five years practical experience; or a combination of education and experience.

Special Requirements:

A valid Connecticut motor vehicle driver license must be maintained throughout the duration of employment in this capacity. Ability to acquire state certification for zoning enforcement within one year.

Knowledge, Ability and Skill:

Knowledge: Considerable knowledge of wetlands and watercourse functions, soils and the flora and fauna which typify the wetlands and watercourse environment. Working knowledge of relevant statutes, regulations and ordinances.

Ability: Ability to read and interpret topographic maps, blueprints, drawings, and plans. Ability to enforce regulations firmly, tactfully, and impartially; ability to establish effective working relationships with applicants, members of the building community, other Town departments and boards, and the general public. Ability to communicate effectively orally and in writing. Ability to deal with the public firmly and courteously under adverse or strained conditions such as in investigating and enforcing potential code violations.

Skill: Skill in using the above methods and tools.

(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)