

**Title: INLAND WETLANDS COMPLIANCE OFFICER**

**OBJECTIVES**

Under the direction of the Chairman, Inland Wetlands and Water Courses Agency, reviews, evaluates and issues all permit applications and coordinates activities to ensure timely review and processing of applications; conducts on-site inspections of wetlands and affected properties; detects and reports violations to the Chairman, IWWA.

**ESSENTIAL FUNCTIONS**

Reviews all Inland Wetland permit applications, issues permits and coordinates activities. Conducts onsite inspections of properties with regulated inland wetland areas as required. Assists land owners in identifying wetland areas on their respective properties and discusses ways to minimize adverse impacts on wetland areas prior to the submission of official wetland applications.

Performs on-site inspections to confirm compliance with issued IWWA permits and conditions; conducts town-wide patrols to detect violations of IWWA regulations.

Recommends actions to the Agency regarding specific applications, and short and long range goals.

Assesses environmental impact statements and prepares or coordinates the statements for use by the Agency.

Conducts field surveys, wetland inventories, research activities and establishes specific wetlands priority criteria.

Recommends revisions to the IWWA regarding inventory maps and regulations; assumes regulatory authority and responsibility as delegated by the Agency.

Maintains an inventory of all open space areas and plans for the best use and preservation of the Town's natural resources.

Investigates, recommends and implements natural and managed conservation areas to enhance or protect wildlife values and unique natural features.

Prepares recommended budgets.

Meets with property owners, developers and government officials to discuss wetland problems.

Attends training programs and participates in continuing education.

Performs other duties as required.

#### NON-ESSENTIAL FUNCTIONS

General office activities, lifting and moving heavy objects and materials.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of vegetation common to the Middlesex County area and ability to identify common wetland trees, shrubs and grasses.

General knowledge of the State of Connecticut's Inland Wetlands and Watercourses Statutes and regulations, and Federal and State environmental laws.

Ability to work well and communicate effectively with the general public and a willingness to cooperate with other Town departments, boards and commissions.

Ability to analyze and interpret technical reports, topographic maps, aerial photographs, general soils maps, and engineering/construction drawings.

Ability to express facts and ideas clearly and concisely both orally and in writing.

#### EQUIPMENT OPERATION

Operates office equipment as required including telephone, calculator, facsimile, computer, etc. Driving of municipal or personal vehicle.

#### REQUIRED PHYSICAL EFFORT

Sitting at a desk or standing at an assigned location and work continuously for extended periods of time utilizing various office equipment; traverses difficult, rocky, steep or swampy terrain.

#### REQUIRED QUALIFICATIONS (Minimum)

Graduation from college with a Bachelor's degree in Environmental Science or a related field.

Two to three (2-3) years of experience in a related environmental field, or equivalent