

Town of Thompson, CT
815 Riverside Dr.
P.O. Box 899
North Grosvenordale, CT 06255

Inland Wetlands & Conservation Agent

Salary: \$60,000 per year or based on experience.

Reports To: Reports to the Director of Planning & Zoning and the First Selectmen of the Town of Thompson.

Position Summary: The Inland Wetlands Officer & Conservation Agent provides staff assistance and performs field inspections for the Inland Wetlands Board and Conservation Commission. Acts as the Inland Wetlands Officer for the town, reviews development permits and wetlands permit applications, and serves as the enforcement officer for the Inland Wetlands and Commissions. Assists the Planning and Development department on an as needed basis.

General Duties: This position is a full-time position of 35 hours per week. The employee will manage their workload for Inland Wetlands and Conservation as they see fit on a weekly basis.

Inland Wetlands Officer:

- Attends regular and special meetings of the Commission and site walks.
- Administer activities of the Thompson Inland Wetlands Commission maintaining records, issuing wetlands agent approvals, initiating enforcement actions, and issuing enforcement orders.
- Collects data on environmental conditions, conducts field inspections as needed on pending permit applications, existing permits, and potential enforcement actions.
- Provides advice to the Inland Wetlands Commission in the discharge of the Commission's responsibilities under the Inland Wetlands and Watercourse Act, §§ 22a-36 through 22a-45 of the Connecticut General Statutes.
- Provide information and guidance to the public on environmental matters related to water resources.

Conservation Agent:

- Attends regular and special meetings of the Commission and site walks.
- Performs administrative duties and assists the commission in accomplishing its projects.
- Provides technical assistance and support by acquiring and disseminating information pertinent to the commission's range of issues.

An affirmative action/equal opportunity employer. No discrimination due to race, color, sex, national origin or handicap shall be practiced in employment, assignment or transfer of employees.

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- Maintains and updates the Town's Natural Resource Data base and makes recommendations for the Town's Conservation & Open Space Plan.
- Coordinates with other land use boards on conservation and development matters.
- Assists in drafting standard and special conservation easements prior to town counsel's review.
- Attends on-going educational seminars relating to conservation and development practices and strategies.
- Assists in all aspects, including drafting, interpreting, implementing, and monitoring of conservation easement stewardship.

Qualifications:

- Education, Training and/or Experience
 - Bachelor's degree in Environmental Sciences. Ecology, Urban Planning, or some closely related field and
 - Two years of progressively responsible relevant experience dealing with natural resources and wetlands evaluation and management or
 - Any equivalent combination of education and experience.
 - A valid Motor Vehicle license or ability to obtain one.
 - Certification as Soil Scientist highly preferred.
 - Must complete State of Connecticut Municipal Inlands Wetlands and Watercourses training within (6) months of hire.
- Knowledge, Ability
 - Knowledge
 - Experience in Principles, Practices, and Procedures of Erosion Control Application.
 - Considerable knowledge of soils classification and wetlands plants.
 - Experience in reading and interpreting site and plot plans.
 - Demonstrated ability to analyze, interpret, and administer the provisions of the Inland Wetlands Regulations.
 - Knowledge in Geographic Information Systems (GIS).
 - Ability
 - Ability to learn and use computer software systems including but not limited to specialized software including management of permitting and

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enforcement activities and paperless meeting solutions and document management.

- Demonstrated ability to read, interpret, and analyze plans and specifications with respect to Inland Wetlands and Erosion Control Measures.
 - Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.
 - Ability to communicate effectively verbally and in writing.
 - Ability to maintain confidential information.
 - Ability to deal with stressful situations.
 - Ability to perform multiple and diverse tasks over long period of time and ability to recall information that has been read, studied, or previously learned.
 - Ability to independently plan, organize work, and make decisions.
- Physical Demands
 - The employee is occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle or feel objects, tools, or controls.
 - The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; and talk and hear.
 - The employee must occasionally lift and/or move up to 50 pounds.
 - Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.
 - Tools and Equipment Used
 - Computer including word processing, spreadsheets, publishing, Geographic Information Systems and data base software, survey equipment, phone, fax, and copy machine.
 - Work Environment
 - The noise level in the work environment is usually moderately quiet in the office.
 - The position will require working outside in poor conditions including but not limited to inclement weather, extreme temperatures, and remote and rugged terrain.

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