



POSITION AVAILABLE

TITLE: **Inland Wetlands Agent & Conservation Enforcement Officer**
Nonunion, Exempt, Mon – Fri from 8am – 4pm, Town Hall Annex

DESCRIPTION:

The Inland Wetlands Agent & Conservation Enforcement Officer provides staff assistance and performs field inspections and enforcement actions for the Inland Wetlands Board, Aquifer Protection Agency and the Conservation Commission. Acts as the Inland Wetlands Agent for the Town, reviews Development Permits and Wetland Permit applications, and serves as the enforcement agent under the Director of Planning & Zoning to ensure compliance with the Inland Wetlands, Watercourses, and APA Regulations. Assists the Planning & Zoning Department on an as-needed basis.

ESSENTIAL JOB FUNCTIONS:

Note: The position is full-time with an average of 5 of 35 hours per week devoted to tasks performed for the Conservation Commission and the remainder of time designated for performance of duties under the Inland Wetlands Board, APA and the Director of Planning.

Under the general supervision of the Director, Planning and Zoning the employee will be required to perform the following job functions:

- ◆ Acts as Inland Wetlands Agent for review, issuance and enforcement of permits.
- ◆ Technical and administrative review of all Development Permit Applications for compliance with the IWWR and APA, recommends additional Board or Agency review as necessary.
- ◆ Technical and administrative review and approval of applications submitted to the Inland Wetlands Board and the Aquifer Protection Agency, to ensure compliance with the IWWR and APAR.
- ◆ Prepares memos/reports as necessary to state findings and to make recommendations, draft resolutions when requested.
- ◆ Performs site inspections as necessary in the review of Development Permit Applications and applications to the Commission/Board/Agency.
- ◆ Works with applicants, the general public, staff and other Town agencies to answer questions about the regulations, and provides guidance in the preparation of applications.
- ◆ Prepares reports and letters pertaining to applications and enforcement actions.
- ◆ Provides information and assistance to the Inland Wetlands Board and the APA, including setup, agendas and other meeting essentials (including attendance at the meetings).
- ◆ Assists other Planning and Zoning staff in a variety of functions, on an as-needed and as-available basis, including assisting general public in person and via phone.
- ◆ Must attend meetings for the IWB and APA, and may function as host of such meetings if needed / directed to do so.

Under the general supervision of the Chairman of the Conservation Commission, the Inland Wetlands Agent and Conservation Enforcement Officer will be required to perform the following:

- ◆ Conducts periodic inspections of town-owned open spaces and conservation easements to ensure compliance with conditions imposed by the Conservation Commission.
- ◆ Inspects town-owned open spaces and conservation easements to confirm proper installation and ensure adequacy of required markers, signs and monuments.
- ◆ Prepares reports and/or letters pertaining to the enforcement of conditions of approval, deed restrictions, and encroachment issues.
- ◆ May be requested by the Chair to attend Conservation Commission meetings to hear/report on enforcement activities as needed.

OTHER JOB FUNCTIONS:

- ◆ Other duties as assigned, with approval of the Inland Wetlands Board, the APA and the Director, Planning and Zoning.

PHYSICAL REQUIREMENTS

Ability to inspect properties on foot in various weather conditions. May involve hiking on rough terrain.

Ability to work in and out of the office environment. Ability to drive to locations throughout town. Ability to communicate with public, create correspondence for meetings and enforcement.

KNOWLEDGE/SPECIAL REQUIREMENTS

- ◆ Certification as an Inland Wetlands Agent following completion of required CTDEEP training within six (6) months of employment.
- ◆ Thorough knowledge of Inland Wetlands and Watercourses Regulations of the Town of Ridgefield, and ability to interpret Connecticut General Statutes Sections 22a-36 to 22a-44, in order to apply the principles and concepts of these regulations in the review of applications and enforcement of the regulations. Knowledge of wetland and watercourse systems, their values, and potential impacts.
- ◆ Working knowledge of erosion and sedimentation control measures.
- ◆ Ability to interpret maps and development plans and basic understanding of technical soils information, drainage reports, and environmental data.
- ◆ Ability to work with other department staff, town officials and agencies, the Boards and Commissions, consultants and technical professionals, and the general public.
- ◆ Ability to compile information and prepare reports, with strong computer skills.
- ◆ Must complete the Aquifer Protection Area training program offered by the CT DEEP within six (6) months of employment.
- ◆ Valid driver's license.

EXPERIENCE/QUALIFICATION:

- ◆ Bachelor's degree in soils science, environmental science, environmental engineering, natural resource management, or related field.
- ◆ A minimum of 3 to 5 years of related experience or equivalent combination of education and qualifying experience.

RATE RANGE: \$64,000 - \$67,000

JOB POSTING DATES: Until Filled

Interested applicants please submit a cover letter and resume to:

Town of Ridgefield
Human Resources
400 Main Street, Ridgefield CT 06877
OR personnel@ridgefieldct.org