

## **Town of East Lyme, Internship Inland Wetlands Environmental Planner**

**Nature of Work:** Performs professional services in all functional areas of municipal planning, including public improvements, economic development, housing, demographics, natural resources, land conservation, the review of site plans, subdivision plans and other related materials, administrative, and enforcement duties related to the conservation and use of land, wetlands and water bodies.

**Supervision Received:** General supervision by the Director of Planning. As directed by the Director of Planning, provides staff support to the Inland Wetlands Agency.

**Supervision Exercised:** None

### **Essential Job Functions:**

- Receives oral or written directions from the Director of Planning. Provides technical assistance to the Director of Planning/ Inland Wetlands Agent, in support of the various town commissions and departments regarding land use and conservation matters
- Assists in the coordination of Inland Wetlands Applications and provides support to the Inland Wetlands Agent and Agency.
- Assist in drafting regulations, policies, by-laws, conducting research, preparing reports, and analyzing information to assist in establishing and implementing policies for community development.
- Assists in the review of erosion and sediment control plans submitted as part of inland wetlands and subdivision applications for compliance with local and state regulations.
- Performs on-site and office reviews of inland wetlands permit applications and/or wetlands boundary disputes
- Inspects developments to verify proper installation of erosion control devices as approved and provides written reports of violations.

**Additional Job Responsibilities:** Maintains up to date inventories and maps concerning wetlands, water courses, open space and areas of ecological, biological, geological and hydrological significance. Participates in the developing the Town's Application for Silver Certification in SustainableCT as well as implementation of the Town's Plan of Conservation and Development (POCD). Assists in preparation of grant applications and in the administration of approved grants.

\*\*\*\*\* The duties listed above are intended only as illustrative 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, or a logical assignment to the position. \*\*\*\*\*

**Qualifications Profile:** The skills and knowledge required would generally be acquired with current undergraduate study in Environmental Science, Geographic Information Systems (GIS), Earth Science, Ecology, Urban Planning, Landscape Architecture, Biology, or some closely related field.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individual may choose to attend municipal meetings outside of normal work hours. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus. The dexterity necessary to utilize a computer keyboard on a regular basis is essential. The employee must be able to interact with people who are under physical and/or emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. The ability to adapt to varying work situations and establishing and maintaining harmonious working relationships with others is also required.

The ideal candidate must be free from mental or physical disorders which would interfere with performance of duties as described and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful, and emergency situations.

**License or Certificate:** Connecticut Motor Vehicle Operator's License.

**\*\*\*\*\* This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as requirements of the job change. \*\*\*\*\***

March 2022  
"Planning Director-GG"