**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Building Department*

## *Inland Wetlands Enforcement Officer*

## GENERAL STATEMENT OF DUTIES:

The Inland Wetlands Enforcement Officer is empowered by Connecticut State Statute, sections 22a-28 through 22a-45, the Inland Wetlands and Watercourses Act. The officer is empowered to act under the ‘Regulations for the Protection and Preservation of Inland Wetlands and Watercourses’ of the Town of Seymour Code of Ordinances. The Inland Wetlands Enforcement Officer is the agent for the Inland Wetlands Commission (IWC).

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Collect and review applications and supporting documents for completeness and compliance to IWW Regulations.
* Complete site walks, when applicable, for each application for permit submitted.
* Collect application/site visit fees.
* Time permitting, either meet with or communicate with the applicant and/or the agent prior to the receipt date of the application to discuss application submittal requirements and regulated activity (activities) proposed by the applicant and identified on the application.
* Review plans and accompanying documentation for compliance to Inland Wetlands Commission (IWC) regulations, and to assure that the function and value of the wetland’s resources under review are preserved and protected.
* Attend all meetings of the IWC.
* Provide Inland Wetland Officer report at each regular meeting held by the IWC. The report should include a list and description of all rulings and activities performed.
* Take appropriate action to enforce inland wetlands and watercourses regulations and conditions or permits
* Issue notices of violation, fines, or cease and desist orders at the request of the IWC, with the assistance of the chairperson.
* Monitor and inspect all licensed activities, unless directed otherwise by the IWC.
* Deals with storm water issues and illicit discharges
* Set up program for inspections of catch basins – box culverts and detention ponds. Record location and conditions and alert Public Works by phone and writing to clean or repair units that are not working. Follow up to insure repairs.
* Aides the commission in reviewing and updating Inland Wetland regulations as required.
* Appear at court proceedings by order of the court or at the direction of Board of Selectmen, or the IWC.
* Attend all meetings of the IWC.
* May assists in preparation of legal notices for the Inland Wetlands Commission.
* May offer advice to the Inland Wetlands Commission for preparation of their yearly budget
* In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by the Inland Wetlands Commission.

## STIPEND PROVISIONS

* 8 hours of work required per week. Total work is broken down as follows:
	+ 4 hours as office hours in Town Hall for permits and office duties on Tuesdays and Thursdays from 4-6 PM
	+ 4 hours as needed to visit job sites - violations, etc.
* Written weekly reports of activity presented monthly to the Inland Wetlands Commission at their regular monthly meetings.

## SUPERVISION RECEIVED:

* Reports directly to the Inland Wetlands Commission.
* Also works under the general supervision of the Director of Operations.

## SUPERVISION EXERCISED:

* Oversees all inland wetlands regulations.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Knowledge of town, state, and federal laws and regulations pertaining to Inland Wetlands and Watercourses.
* Knowledge of principles and methods of research and investigation related to code enforcement;
* Ability to recognize conditions that constitute IWW violations in the Town of Seymour
* Ability to use effective inter-personal techniques to interact with citizens and the public when explaining city health, public safety, peace, fire, traffic, zoning/land use codes and permit requirements
* Ability to analyze potential code violations accurately and adopt effective resolution processes
* Ability to research and interpret land use, zoning, planning and construction-related codes and investigations
* Ability to prepare comprehensive reports and deliver oral and written presentations
* Ability to establish and maintain effective working relationships.

## EXPERIENCE AND TRAINING:

* High school graduate or equivalent
* Must have completed State of Connecticut Inland Wetlands and Watercourses Certification Course
* Additional advanced technical training relevant to Inland Wetlands Enforcement in Connecticut is preferred
* Minimum five (5) years’ experience working with Inland Wetlands
* Possession of a valid driver’s license.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, the Director of Operations, and perhaps in coordination with the Inland Wetlands Commission, in an annual meeting scheduled each January
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and a mid-year review each July.
	+ A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.