



# TOWN OF MANCHESTER



## POSITION VACANCY

### ENVIRONMENTAL PLANNER/WETLANDS AGENT

**\$54,997.91 – 70, 538.01**

**37.5 hours/week**

**CLOSING DATE: Monday, July 16, 2018**

(Applications must be received in the Human Resources Department by 4:30 p.m.)

**SUMMARY OF POSITION:** Under general direction of the Director of Planning and Economic Development, is responsible for professional work involving the proper utilization and protection of the Town's natural resources. Duties include reviewing land use and development proposals, making appropriate recommendations to mitigate adverse environmental impacts and enforcing land use regulations. Work involves all aspects of environmental protection including inland wetlands and watercourses, erosion and sediment control, floodplain administration, and compliance with the inland wetlands regulations of the Town and related State statutes.

**DESIRABLE KNOWLEDGE AND SKILLS:** Thorough knowledge of the principles and procedures of environmental planning and conservation. Knowledge of regulatory and enforcement principles and procedures including investigations and inspection techniques. Ability to read, analyze and interpret plans, and to determine whether they conform to provisions of applicable codes and ordinances. Ability to use a personal computer and standard office software and apply/learn selected graphics and mapping applications. Ability to establish and maintain appropriate working relationships with public officials, employees, property owners and their representatives, and the general public.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Urban Planning, Environmental Studies or a related field with two years of conservation/environmental planning experience. Master's degree in a related field is preferred. Suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee. Must possess a valid driver's license.

#### **EXAMINATION WILL CONSIST OF:**

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	80%

Applications are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or view our website at: <http://hrd1.townofmanchester.org/index.cfm/employment-opportunities/>. Applications must be received in the Human Resources Department by 4:30 p.m. on Monday, July 16, 2018 or must be postmarked by Monday, July 16, 2018. **No faxed or e-mailed copies of resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, minorities, veterans and the disabled.

*The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.*