

TOWN OF MANCHESTER
POSITION GUIDE

Title: Environmental Planner/Wetlands Agent
Department: Planning and Economic Development
Reports To: Director of Planning and Economic Development

NATURE OF WORK

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.

ESSENTIAL JOB FUNCTIONS

Reviews proposed developments and other activities for the inland wetlands agency and Planning and Zoning Commission, including conducting site inspections and writing reports. Prepares draft inland wetland permits and maintains liaison between the inland wetlands agency, applicants, State agencies and other boards and commissions.

Reviews development applications to ensure compliance with inland wetlands regulations, erosion and sedimentation control requirements and flood zone regulations.

Attends inland wetlands agency meetings and assists the inland wetlands agency with administrative functions. Coordinates with other office staff in the areas of budgeting, consultant services, educational programs and changes in procedures. Attends meetings of other commissions and related to the purpose and duties of this position as assigned.

Enforces inland wetland regulations and compliance with permit issues including inspection and citations for violations. Conducts inspections and assists with enforcement and monitoring of environmental requirements of approved plans in order to ensure protection of sensitive resources.

Undertakes or assists with planning studies and the development and implementation of regulations, procedures and programs to address the protection of inland wetlands and watercourses, water quality, control flooding and other environmental protection programs.

Conducts natural resource inventory and analysis for use by various boards, agencies and commissions in planning studies, permitting activities, environmental impacts and regulatory purposes.

Maintains liaison between the various land use commissions and government agencies, boards, other Town departments and the general public on environmental protection and regulatory functions including educational programs and information dissemination.

Assists the general public and other professionals in dealing with questions regarding wetlands, surface and groundwater source protection, erosion control, floodplains, open space, harbor uses, wildlife, air and other environmental concerns.

Prepares a variety of reports, documents and correspondence; creates reports, maps, and letters regarding environmental issues affecting the Town of Manchester.

Environmental Planner/Wetlands Agent (cont.)

OTHER JOB FUNCTIONS

Performs other duties as required.

DESIRABLE KNOWLEDGE, ABILITIES 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 effectively communicate verbally and in writing.

Ability to comprehend complex environmental problems, to identify alternative solutions and prepare appropriate recommendations.

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.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Able to push/pull/lift objects weighing up to 25lbs. Must be mobile and able to perform moderately difficult manipulative skills such as writing, typing and using a calculator. Able to sit or stand for prolonged periods of time. Able to perform tasks which require hand-eye coordination such as using a computer and various pieces of office and field equipment.

Able to see objects closely as in reading a report/map and to discriminate colors. Able to hear normal sounds with some background noise and communicate through human speech. Frequent exposure to electro-magnetic radiation as in computer screens.

Able to concentrate on fine detail with constant interruption. Needs to attend to task/function for more than 60 minutes at a time. Able to understand and relate to specific ideas, generally several at a time and able to understand and relate to the theories behind several related concepts. Able to remember multiple tasks/ assignments given to self and others over long periods of time.

Ability to work professionally with co-workers, supervisors, customers, contractors and the public at large.

Work is performed in both office and outdoor settings. The employee sometimes works in outside weather conditions and may be exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office and moderate in the field.

MINIMUM TRAINING AND EXPERIENCE

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.