

Town of Scotland, CT
**Inland Wetlands and Watercourses
Commission Chairperson**
Job Description

Job Title: **Inland Wetlands and Watercourses Commission Chairperson**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date: 8-10-11

Job Desc. Last Review Date: 8-10-11

Job Desc. Approved By: **Scotland BOS** Date: August 10, 2011

This position is: Elected Appointed Hired

GENERAL DESCRIPTION

The Chairperson of the Inland Watercourses and Wetlands Commission (IWWC) is elected from and by the members of the Commission. The term is for a period of one year. The Chairperson is responsible for presiding over IWWC meetings and for ensuring that the committee performs its work in accordance with Connecticut statutes.

JOB DUTIES

1. Preside over monthly meetings, public hearings, and special meetings.
2. Seat alternate members in the absence of any regular members.
3. In consultation with Wetlands Enforcement Officer, set the agenda for meetings.
4. Supervise the Wetlands Enforcement Officer, and Recording Clerk
5. Consult with the IWWC attorney or professional consultants as necessary.
6. Respond to calls from citizens about wetlands matters.
7. Ensure that the IWWC:
 - keeps a public record of its activities
 - files an annual report with the Town for incorporation into the Scotland Annual Report
 - sets, advertises and conducts public hearings as required by state statute
 - manages commission member conflicts of interest in compliance with state statute
 - prepares or amends, and regularly reviews and maintains, IWW regulations
 - establishes a schedule of fees as permitted by statute, to cover the processing of applications
 - reviews proposals for development
 - coordinates with the Planning and Zoning Commission as needed.

In addition to the duties listed above, the IWWC Chairperson should ensure that the IWWC meets any responsibilities mandated by Connecticut General Statutes.

SUPERVISION GIVEN

Supervises the WEO and Recording Clerk

SUPERVISION RECEIVED

Duties of the IWWC are prescribed by State Statute and Town Ordinance.

QUALIFICATIONS

1. Elector of the town of Scotland and member of the IWWC.
2. Experience chairing meetings is helpful.
3. Experience in municipal planning, wetlands evaluation, or review of site and plot plans is helpful.
4. Ability to read and understand state and local regulations.
5. Ability to establish and maintain effective work relationships with the public and town officials.

TOOLS AND EQUIPMENT USED

Maps and regulations.

PHYSICAL DEMANDS

1. Physical ability to make field inspections; possibly over rough terrain.
2. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus, and the ability to use a computer screen for several hours over the course of the day.
3. While performing the duties of this job, the employee is frequently required to walk, climb stairs, stand, talk, hear, or sit.
4. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

1. General office environment
2. Outdoor inspection work.
3. Interaction with town residents, town board and commission members, auditors, state officials, and officials of other towns.

COMPENSATION

There are no benefits or compensation associated with this position.

The Town of Scotland is an equal opportunity employer