

Approved by the
Board of
Selectman
3-09-11

Town of Scotland, CT
Wetlands Enforcement Officer
Job Description

Job Title: **Wetlands Enforcement Officer (WEO)**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date:3-9-11

Job Desc. Last Review Date:

Job Desc. Approved By: **Scotland BOS** Date:3-9-11

This position is: Elected Appointed Hired

POSITION SUMMARY

The Wetlands Enforcement Officer (WEO) performs responsible, independent technical work involving the review and inspection of sites and review of development plans for impacts both direct and indirect on inland wetlands and watercourses, as these impacts may be unnecessary, undesirable and unregulated uses not in the public interest.

JOB DUTIES

1. Collect and review applications and supporting documents for completeness and compliance to IWW Regulations.
2. Complete site walks, when applicable, for each application for permit submitted.
3. Collect application/site visit fees.
4. 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.
5. Review plans and accompanying documentation for compliance to Inland Wetlands and Watercourses Commission (IWWC) regulations, and to assure that the function and value of the wetland's resources under review are preserved and protected.
6. Assist the IWWC in determining, through review of application material and proposed site conditions, whether an activity is a significant activity and if the activity is deemed significant, schedule Public Hearing and review additional technical material as required by the regulations.
7. Review engineer plans for compliance to the regulations; evaluate erosion and sedimentation measures employed in conformance with acceptable standards for sedimentation and soil erosion guidelines. Evaluate proposed drainage design in conformance to standard engineering principles. Evaluate mitigation proposed for compliance to acceptable standards for mitigation based on wetland values as developed by the DEP Bulletin 9.
8. Confer with the recording secretary for the assignment of application numbers, the submission of applications and supporting documents, submission of outstanding application/site walk fees.

9. Determine application fee based on proposed activity and IWWC regulation fee schedule.
10. Prepare motions and/or the summary and plenary rulings.
11. Investigate all complaints of possible violation of the Town of Scotland, Connecticut Inland Wetlands and Watercourses Commission regulations, whether written or verbal.
12. Issue notices of violation or cease and desist orders at the request of the IWWC, with the assistance of the chairperson.
13. Monitor and inspect all licensed activities, unless directed otherwise by the IWWC.
14. Advise the IWWC on additional requirements, fees and/or necessary professional reviews to process and act on the applications.
15. Enforce compliance to the IWWC regulations.
16. Approve or extend a license for an activity that is not located in a wetland or watercourse when such agent finds that the conduct of such activity would result in no greater than a minimal impact on any wetlands or watercourses.
17. Assist the chairperson and the recording secretary with meeting agendas.
18. Work with and assist the board clerk with processing of applications, documentation, legal notices and conditions of any decision made by the IWWC or its agent.
19. Assist the IWWC with development of or amendments to IWWC regulations.
20. Appear at court proceedings by order of the court or at the direction of Board of Selectmen, or the IWWC.
21. Attend all meetings of the IWWC.
22. Provide WEO report at each regular meeting held by the IWWC. The report should include a list and description of all rulings and activities performed.
23. Work with other agencies/associations to create policies to protect the Town of Scotland Inland Wetlands and Watercourse Commission resources.

In addition to the duties listed above, the WEO is obligated to meet any responsibilities mandated by Connecticut General Statutes, or other applicable state or federal agency.

SUPERVISION GIVEN

None

SUPERVISION RECEIVED

1. This position receives direction from the Inland Wetlands and Watercourses Commission.
2. Any ruling made by the WEO is subject to final approval by the Commission.
Any ruling made by the WEO is appealable to the full Commission.

QUALIFICATIONS

1. Bachelor's degree in relevant field; and two (2) years of relevant experience.
2. Experience in reviewing geographical maps, and site/plot plans.

3. Knowledgeable about IWWC Regulations.
4. Demonstrated ability to enforce state and local regulations.
5. Knowledge and experience in principles and practices of wetlands management.
6. Demonstrated ability to establish and maintain effective work relationships with the public and associates.
7. Demonstrated ability to express ideas effectively in oral and written form to associates, general public and appointed boards or commissions.
8. Demonstrated ability to work independently.
9. Valid CT driver's license.
10. Able to complete the necessary State DEP requirements to act as a "Designated Agent of the Commission" with the ability to issue administrative approvals.
11. Possess the knowledge to read and review engineered site development plan proposals for land development, be it an addition to a home or a multiple lot subdivision.
12. Possess basic knowledge of watershed resource protection and understand drainage principles.

TOOLS AND EQUIPMENT USED

Telephone system, computer, Microsoft Office applications, specialized software, maps.

PHYSICAL DEMANDS

1. Physical ability to make field inspections.
2. Ability to work in poor weather conditions, including heat, cold or snow.
3. 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

General office environment.

Outdoor inspection work.

Interaction with town residents, town board and commission members, auditors, state officials, and officials of other towns.

HOURS

Hours intermittent and vary according to inspections, IWWC meetings, and other IWWC activities.

COMPENSATION

1. This is a salaried position; salary is recommended by the IWWC and approved by the Board of Selectmen.
2. This position is exempt from “overtime” wages.
3. Any travel required is compensated at the prevailing IRS rate.
4. Pay period is monthly.
5. There are no benefits associated with this position.

The Town of Scotland is an equal opportunity employer

Employment with the Town of Scotland is “at will.” The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.