

JOB DESCRIPTION

Job Title: Environmental Planner	Grade: 20
FLSA Status: Non-Exempt	EEO Category: Professional
Job Classification Designation: Classified	Bargaining Unit: Professional & Technical

Job Summary: This position is responsible for independently performing intermediate to complex, professional and technical work in the administration of planning and natural resources management activities. This class is also accountable for performing a full range of tasks in the technical review and analysis of environmental program data and issues, developing recommendations for courses of action and assisting with the implementation of policy and program decisions.

Supervision Received: Works under the direction of the Director of Planning and Development.

Supervision Exercised: May lead technical and clerical staff as assigned.

Examples of Essential Duties:

- Acts as the Inland Wetlands Agent and may act as the Zoning Enforcement Officer (ZEO) as appropriate and in the absence of the ZEO;
- Assists in overseeing the department’s online permitting system and database;
- Assists in the research, preparation and presentation of the Plan of Conservation and Development, Wetlands Regulations and special planning studies;
- Conducts site inspections;
- Coordinates community outreach activities for department programs and initiatives;
- Coordinates customer service efforts and responds to inquiries regarding potential development and issues of policy;
- Coordinates the Town’s planning, acquisition, and management of parks, preserves, open space and agricultural lands in collaboration with the Parks and Recreation and Public Works Departments;
- Enforces wetlands regulations, permit requirements and conditions and issues notices of violation as appropriate;
- Ensures compliance with requirements of grant-funded activities/agencies;
- Establishes and maintains filing and records management systems for the wetlands, Town’s parks and land management programs;
- Identifies and manages the preparation of grant applications to implement goals and objectives identified in the plan of conservation and development;
- Issues land use and wetland permits;
- Manages and coordinates volunteer activities as directed;
- Manages and leases/licenses on Town-owned agriculture and open space lands;
- Manages the development and implementation of natural resource, open space and park management plans;
- Monitors and enforces conservation easements;
- Prepares and recommends parks, land management policies to the Director of Parks and Recreation, Director of Planning and Development, and other Town officials;
- Reviews/researches land records and other existing files;
- Supervises seasonal workers, consultants, and other personnel as assigned;
- With limited supervision, provides staff support, professional guidance, and technical assistance to the Inland Wetlands Agency, Planning and Zoning Commission, Conservation Commission, Agriculture Committee, Parks and Natural Resources Committee, and others as assigned;

- Performs related duties as required.

Knowledge, Skills and Abilities:

- Considerable knowledge of and ability to learn and use computer software systems including but not limited to specialized software including management of permitting and enforcement activities and paperless meeting solutions and document management;
- Considerable knowledge of land use, wetland, and zoning laws, community development activities, environmental policy, economic development practices, transportation planning and their relationship to land use planning;
- Considerable knowledge of principles and practices of the protection of wetlands, erosion, and sedimentation control;
- Knowledge of environmental program planning principles and practices;
- Knowledge of geographic information systems (GIS) software and analytical tools.
- Knowledge of local, state and federal laws, statutes, regulations and policies pertaining to environmental protection;
- Knowledge of parks and land management programs and techniques;
- Knowledge of principles and practices in fields relative to environmental protection;
- Knowledge of principles and practices of environmental and policy analysis;
- Knowledge of statistics;
- Interpersonal skills;
- Research and organizational skills;
- Ability to communicate effectively both in writing and through oral presentation;
- Ability to read and interpret blueprints, site plans and architectural designs;
- Ability to understand and interpret legislation and technical data;
- Ability to understand town ordinances, state laws, and regulations governing planning;
- Ability to work independently and make decisions following established policies and operating procedures;
- Ability to establish and maintain effective working relationships with individuals from diverse backgrounds.

Minimum Qualifications

Six (6) years of experience involving technical analysis and interpretation of environmental program data or planning and implementing environmental programs. College training in a scientific or technical discipline related to the environmental field including but not limited to the biological, earth, or physical sciences; environmental planning; environmental law; economics; leisure services; geographic information systems; geography; natural sciences; or natural resources may be substituted for experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in a scientific or technical discipline related to the environmental field including but not limited to the biological, earth, or physical sciences; environmental planning; environmental law; economics; leisure services; geographic information systems; geography; natural sciences; or natural resources may be substituted for five (5) years of experience. Note: Education may only be substituted for a total of five (5) years. Incumbents in this class may be required to travel. Incumbents in this class are required to possess and retain a valid Motor Vehicle Operator's license.

NOTE: Planning is defined as collecting and analyzing technical data (social, environmental, economic, governmental), determining problems and concerns, and developing long-term plans accordingly. These are formal, written plans, i.e., statements of goals and objectives, recommended alternatives for action, and policies and programs to achieve the goals and objectives. Generally, these plans will impact townwide activities or a large-scale operation which has branch or satellite facilities. Candidates must often perform these types of duties the majority of time and the planning function must be the major thrust of the job.

Special Requirements:

- Certificate of Program Completion for CT DEEP Municipal Inland Wetlands Agency comprehensive training program within six (6) months of hire.
- Connecticut Association of Zoning Enforcement Officials (CAZEO) Administrative Zoning Technician (AZT) within 18 months of hire and Certified Zoning Enforcement Technician designation within three (3) years of hire.
- Required to work hours outside of the regularly scheduled work week in order to attend various evening commission, board and council meetings as well as weekend special events.

Working Conditions, Physical and Mental Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. Incumbents in this class may be exposed to some danger of injury or physical harm from on-site environments and a moderate degree of discomfort from exposure to year-round weather conditions. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Frequency:	N	O	F	C	Frequency:	N	O	F	C	N	O	F	C
Physical Demands:					Depth Perception				X				
Standing			X		Color Distinction				X				
Walking			X		Peripheral Vision				X				
Sitting			X		Driving		X						
Lifting			X		Physical Strength:								
Carrying			X		Little Physical Effort (-10 lbs.)				X				
Pushing			X		Light Work (-20 lbs.)				X				
Pulling			X		Medium Work (20-50 lbs.)				X				
Climbing		X			Heavy Work (50-100 lbs.)		X						
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			Environmental Conditions:								
Kneeling		X			Cold (50 degrees F or less)		X						
Crouching		X			Heat (90 degrees F or more)		X						
Crawling	X				Temperature Changes				X				
Reaching			X		Wetness		X						
Handling				X	Humidity		X						
Grasping			X		Extreme Noise or Vibration		X						
Twisting			X		Exposure to Chemicals	X							
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to Bodily Fluids	X							
Repetitive Motion				X	Exposure to Dampness		X						
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X						
Visual Acuity/Near				X	Mechanical Hazards		X						
Visual Acuity/Far				X	Physical Danger		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of Mansfield is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Updated on: October 30, 2022