

# TOWN OF WILTON

## Position Description

Date:	July 1996
Revision Date:	December 10, 1999
Revision Date:	October 5, 2001
Revision Date:	March 1, 2016

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**POSITION TITLE:** Environmental Analyst

**UNION:** AFSCME Local 1303-160

**DEPARTMENT:** Environmental Affairs

**REPORTS TO:** Director of Environmental Affairs

**SUPERVISION EXERCISED:** None

**SUMMARY DESCRIPTION OF DUTIES:** Assists the Director of Environmental Affairs in carrying out the work of the Conservation Commission, Inland Wetlands Commission, Deer Committee and Tree Committee as well as addressing public needs. Provides assistance in receiving inland wetland permit applications, monitoring permitted and restoration projects, responding to the public, oversees park management projects, and coordinates Conservation Commission projects.

**JOB LOCATION AND EQUIPMENT USED:** Work is performed both in the office and in the field. Field work often requires visiting locations accessible only by traversing rough terrain on foot while carrying relevant equipment such as an auger, camera, water, marking stakes, etc. This position requires the ability to drive a motor vehicle. Office equipment used includes: computer, telephone, fax machine, photocopier, gps unit and calculator.

### ESSENTIAL FUNCTIONS:

- Reviews permit applications and analyzes activities and land development for natural resource impacts;
- Interacts with Federal, State, and other local agencies on matters related to surface and ground water quality, open space management, inland wetland regulations, wildlife, and other natural resource issues;
- Advises and assists the Town in acquiring land and other property rights for conservation and environmental purposes;

- Assists in the preparation of applications for funding programs to preserve and/or restrict the use of open space for conservation, recreational, or environmental uses and applications for conservation related project grants;
- Works with and advises groups and organizations, such as schools, scouts, clubs, libraries, and service organizations on environmental issues;
- Accumulates and disseminates environmental information to other Town agencies and the general public;
- When required, represents the Director of Environmental Affairs at meetings of other boards, agencies, organizations, and the general public;
- Provides assistance and information to the public relative to inland wetland and conservation issues and procedures;
- Serves as staff to the Inland Wetland and Conservation Commissions as well as the Deer Committee and Tree Committee and carries out the Commissions'/Committees' policies;
- Administers and enforces the Town's Inland Wetland Regulations;
- Monitors regulated wetland activities;
- Attends meetings, including evening meetings, when directed by the Director of Environmental Affairs;
- Investigates conditions constituting violations of wetland regulations and permits and makes recommendations regarding appropriate enforcement; and
- Performs other related duties as assigned by the Director of Environmental Affairs.

**REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:**

- Knowledge of and ability to apply principles, concepts, and practices governing inland wetlands, watercourses, open space uses and values, and natural resources;
- Ability to interpret and apply Federal, State, and local laws, regulations, and standards relating to the environment;
- Ability to review and interpret drawings, plans, and environmental analysis;
- Knowledge of and ability to utilize ESRI ArcGIS to manage and analyze data and create maps;

- Physical ability to reach job sites for inspections and to take water and soil samples which may include bending, lifting, stretching, and climbing;
- Ability to express ideas clearly in both oral and written forms;
- Ability to use personal computer based work processing and database software including permitting software;
- Ability to communicate and work effectively with diverse groups and individuals;
- Ability to exhibit tact and diplomacy in dealing with other employees and the public and to provide accurate, timely, and courteous responses to public inquiries; and
- Ability to establish and maintain effective cooperative work relationships with other Town employees and Departments.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree in environmental science or related field and at least one year's experience in natural resource management;
- Proficiency in word processing and database software;
- Proficiency in ESRI ArcGIS software;
- A valid driver's license.

**SPECIAL CONDITIONS:**

- Successful passage of a pre-employment physical, including tests for drugs and alcohol, may be required as a condition of employment with the Town of Wilton and
- The employee shall not constitute a threat to his/her own health or safety or that of others in the workplace.

**Note:** The qualifications set forth above are the optimal ones for this position. The Town of Wilton reserves the right to select any applicant who we, in our sole discretion, feel is qualified and can most suitably perform the functions of this position notwithstanding the absence of the optimal qualifications.