

TITLE: INLAND WETLANDS & WATERCOURSES ENFORCEMENT OFFICER

GENERAL DESCRIPTION

This is an enforcement/policing position, including, but not limited to, onsite inspections, receiving and resolving complaints and violations, issuing notices, keeping records and enforcing Inland Wetlands and Watercourses and Soil Erosion and Sedimentation regulations as pertaining to and/or impacting wetland, watercourse and/or upland review areas which could impact wetland and/or watercourse.

SUPERVISION RECEIVED:

Reports for some administrative purposes to the First Selectmen. Receives assignments from the Conservation/Inland Wetlands Chairman and/or the Commission.

KNOWLEDGE, SKILL, ABILITY, EDUCATION, TRAINING & EXPERIENCE:

- 1) Enforcement Inland Wetland, Planning & Zoning and/or police experience desired. If not already state certified as an Inland Wetland/Watercourse Enforcement Officer, must attend DEP sessions to become state certified within eighteen months and thereafter must retain state certification.
- 2) Ability to interpret and enforce wetland/watercourse and soil erosion and sediment control regulations. Some knowledge of construction and the relationship to inland water conservation and environmental issues needed. Must maintain working relationships between department and citizens while enforcing regulations.
- 3) Ability to recognize wetlands and watercourses (including seasonal and drainage paths/ditches), and suspected wetlands and watercourses.
- 4) Experience in reading, interpreting and enforcing regulations and state statutes is necessary.
- 5) Ability (verbal and written) to interact with the public.
- 6) Ability to investigate violations and write and complete accurate and concise reports.
- 7) Ability to testify in court, when necessary.

PRINCIPAL RESPONSIBILITIES:

- 1) Inspects sites for which application for wetland/watercourse permits/certification of no activity in wetland or watercourse has been made, and sites reported or suspected to have violations.
- 2) Attends all Conservation/Inland Wetlands Commission meetings.
- 3) Monitors construction activities from the issuance of a permit to a project completion, to ensure compliance with conditions of the permit.
- 4) Provides information and technical assistance to the public on wetland and watercourse matters.
- 5) Provides information and assistance to applicants on Inland Wetlands/Watercourses Commission requirements.
- 6) Receives and investigates complaints of violations and wetland/watercourse regulations, reports findings, and if applicable, issues orders.
- 7) Completes and disperses various reports as required.

- 8) When/if state certified, may issue, when an application for a site involves no activity in a regulated area, the approval so stating that there is no activity in regulated area.
- 9) Performs other duties as requested, including but not limited to these additional responsibilities, if so requested (A to E)
 - A) Reviews applications and accompanying maps and other documents for completeness and compliance with Commission regulations and instructions.
 - B) Provides monthly report of activity, to the Commission.
 - C) Provides to the Commission information to assist Commission deliberations.
 - D) Reviews for compliance, the conditions of approval, prior to the issuance of a Commission permit/denial.
 - E) Reviews permits to determine those that have been completed in accordance with conditions/ stipulations/ requirements; permits for which work is in progress but not yet completed; and those outstanding permits for which work has not yet begun.