



**TOWN OF COLCHESTER
PLANNING & ZONING DEPARTMENT**

**POSITION AVAILABLE
WETLANDS ENFORCEMENT OFFICER**

Reports To: Director of Planning

Schedule: Full Time, Monday through Friday, 8:00 am-4:30 pm, evenings as required.

Salary: \$ 42,127 - \$64,995 (per union contract)

Closing Date: Job will remain open until filled.

Duties: The Wetlands Agent facilitates accepting and reviewing all Inland Wetlands permits. Maintain Wetland Application files. Conduct site inspections to assure compliance with approved plans. Investigate complaints regarding wetland violations. Enforce all wetland regulations: staff Conservation Commission and Open Space evening meetings and public hearings. Conduct research and investigations as required by Conservation Commission to prepare summaries and reports on inland wetland activities. Staff coordinator for all GIS activities within Department. Environmental Planning

Qualifications: High School diploma, Bachelor's degree preferred. Basic knowledge of the principles of natural resources conservation, geography, and land use development. Basic knowledge and understanding of GIS and its functions. Good communication skills, both written and oral. Must be able to interact well with the public. Must provide own transportation and possess a valid Connecticut driver's license. Must have completed and received a certificate of Completion from the State of Connecticut Department of Environmental Protection, "The Municipal Inland Wetlands Agency Comprehensive Training Program." Two years experience in general clerical work, records management, land use records, and accounting with municipal experience preferred. Must be proficient in Word, Excel, Adobe Acrobat, and MUNIS.

Qualified individuals should submit the Town of Colchester Employment Application form (available at www.colchesterct.gov), cover letter, and resume to the Office of the First Selectman, 127 Norwich Avenue, Colchester, CT 06415 or send it by email to HR@colchesterct.gov.

Colchester is an Equal Opportunity Employer.

Rev. 4/20/22