



TOWN OF GREENWICH  
invites applications for the position of:  
**Director of  
Environmental Affairs**

An Equal Opportunity Employer

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**SALARY:** Not Displayed

**OPENING DATE:** 08/19/22

**CLOSING DATE:** 09/12/22 04:00 PM

**GENERAL STATEMENT OF DUTIES:**

Manages the day-to-day operation of the Environmental Affairs Department, providing leadership and technical expertise in all environmental matters on behalf of the Town. Oversees the development, formulation, administration and enforcement of ordinances, policies, regulations, rules and programs of the Conservation Commission and the Inland Wetlands and Watercourses Agency ("IWWA").

Reports jointly to the Chairpersons of the Conservation Commission and the IWWA.

**How To Apply:**

**For consideration, applications must be submitted to:**

<https://www.governmentjobs.com/careers/greenwichct/jobs/3688586/director-of-environmental-affairs?keywords=director&pagetype=jobOpportunitiesJobs>

**QUALIFICATIONS:**

**EDUCATION & EXPERIENCE:**

Bachelor's degree from an accredited college or university in Environmental Science or related field required plus 7 years of responsible experience working in environmental management, including working in a regulatory capacity in the field of wetlands protection; of which at least 4 years include supervisory experience.

A Master's degree in Environmental Science desirable.

**QUALIFICATIONS:**

Demonstrated knowledge in the fields of environmental sciences and natural resources.

Proven understanding of Connecticut's Inland Wetlands and Watercourses Statutes and Regulations, Tidal Wetland Statutes and Regulations and key case law with regards to wetlands regulations.

Demonstrated experience with Municipal, State and Federal governments, operations and environmental Statutes.

Working knowledge and understanding of geographic information system (GIS), and business software (Microsoft Word, Excel, and Power-Point)

Proven ability to analyze technical reports, maps, aerial photographs, soils maps and engineering/construction drawings.

Ability to traverse rocky, steep or swampy terrain as required for site inspections.

Demonstrated initiative, creativity and independent judgment.

Excellent communication skills including making effective public presentations.

Demonstrated leadership and management ability in motivating and supervising employees.

Experience in budget management.

Proven experience in improving operations, streamlining work processes, working collaboratively and providing quality customer service.

Proven ability to establish effective working relationships with all stake holders

**JOB DESCRIPTION:**

Departments: Conservation Commission and Inland Wetlands & Watercourses Agency  
Class: Management and Confidential  
Salary Range: MC -8  
FLSA Status: Exempt  
Job Code: 1805  
Date Created: March 2018

**ESSENTIAL FEATURES:**

Works with Conservation Commission and IWAA Executive Leadership to set priorities and establish goals for the respective areas.

Provides direction and oversight to department staff.

Prepares department budget and authorizes all expenditures.

Serves as the Town's expert in natural resource management; participates in the early evaluation and development of Town projects and community initiatives that may have environmental and/or wetland and watercourse impacts.

Represents the Town with Federal, State, and Town agencies as well as non-profit organizations on matters related to natural resource issues; testifies on behalf of the Town at public hearings and court proceedings.

Prepares and implements an education plan for residents, realtors, contractors and consultants regarding environmental regulations, low-impact development and environmental best management practices; disseminates environmental information to other Town agencies, general public, and students.

Evaluates environmental impact statements and prepares environmental assessments.

Leads site visits; makes field surveys; conducts nature study outings.

Develops for review and approval yearly and longer term (3-5 year) plans for regulation, protection and preservation of the Town's natural resources.

Evaluates and advises the IWWA on proposed amendments to the Connecticut Inland Wetlands Statutes; presents testimony to the Connecticut State Legislature on such amendments; develops modifications to IWWA regulations to reflect changes in applicable Connecticut law.

Issues "Agent Approvals" in accordance with Section 22a-42a(c)(2) of the Connecticut General Statutes. Assumes regulatory authority and responsibility as delegated by the IWWA.

Coordinates the review of all inland wetland permit applications.

Oversees the design, effective operation, and supervision of the IWWA application and other specialized databases as well as the IWWA digitized archive files.

Conducts and/or supervises on-site inspections of wetlands, watercourses and affected properties; conducts field surveys, wetland and watercourse inventories, and establishes specific wetland evaluation criteria.

Comments on environmental impacts from activities in adjacent towns that could affect Greenwich's natural resources.

Actively monitors and reports on progress of IWWA violations. Facilitates legal action as necessary.

Represents IWWA in appeals of their decisions.

Formulates policies for adoption by the Conservation Commission; implements and communicates such policies to other Town departments, the media, and general public.

Administers all technical programs of the Conservation Commission including the inventory of all public and private open space land.

Assists the Planning and Zoning Commission, in conjunction with the Conservation Commission, in the development, coordination, and implementation of the Plan of Conservation and Development as it relates to natural resource and environmental management.

Provides technical staff support to the Planning and Zoning Commission, in conjunction with the Conservation Commission, as requested including field investigations, reports, and environmental impact statements.

Coordinates with the Department of Parks and Recreation regarding the utilization and maintenance of all park lands, open space, and natural areas owned by the Town, including the inventorying, protection, and restoration of critical habitats.

Coordinates with the Department of Health on watershed, water supply issues, and other environmental health issues.

Oversees grant applications in support of Town and Commission goals.

Participates in the Town Emergency Management efforts during significant weather events.

Supports Town policies and philosophies and performs other related duties as necessary.

#### **SUPPLEMENTAL INFORMATION:**

***All positions may be subject to an interview process.***

***All outside candidates will be required to undertake and successfully pass a pre-employment medical examination, which includes a substance abuse test, given at the Town's expense prior to employment if conditionally offered a part time, full time or safety sensitive position.***

***The Town of Greenwich has implemented a policy of background investigations for all full and part time positions prior to hiring as part of the reference checking procedures for outside candidates. The investigation will only be conducted as the last step prior to an offer. Refusal to sign the release form will terminate the candidate's further consideration.***

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.greenwichct.org>

Job #22-23-00083

DIRECTOR OF ENVIRONMENTAL AFFAIRS

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OUR OFFICE IS LOCATED AT:

101 Field Point Road  
Greenwich, CT 06830  
203-861-3188

[Erica.Mahoney@greenwichct.org](mailto:Erica.Mahoney@greenwichct.org)

Your application is a critical component of the examination process and should contain all of the areas in which you have developed expertise, matching your professional experience with the specific requirements listed as minimum qualifications for the position.

The Town of Greenwich is Dedicated to Diversity and Equal Opportunity Employment

## Director of Environmental Affairs Supplemental Questionnaire

- \* 1. Please identify your highest level of education:
  - High School
  - Some College
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree
- \* 2. Please describe the focus of your degree:
  - Environmental Science
  - Closely Related to Environmental Science
  - Other
  - N/A
- \* 3. If your degree is in something other than environmental science, please specify:
- \* 4. How many years of professional experience do you possess in environmental management, including working in a regulatory capacity in the field of wetlands protection?
  - Less than 7 years
  - More than 7 years
- \* 5. How many years of supervisory experience is included in the experience referenced above?
  - Less than 4 years of supervisory experience
  - More than 4 years of supervisory experience
- \* 6. Please summarize your supervisory experience (e.g., how many employees, their job titles, etc.)
- \* 7. Please briefly summarize your familiarity working with Connecticut's Inland Wetlands and Watercourses Statutes and Regulations.
- 8. The Town of Greenwich requests that you please upload your resume and a cover letter
  - Yes, I understand that I need to upload my resume and cover letter
- \* Required Question