

# Town of Ashford

## Part Time Position: Inland Wetlands and Watercourses Agent

### General Responsibilities

- The Agent is required to assist the Inland Wetlands and Watercourses Commission (IWWC) with their responsibility for the protection, preservation, and maintenance of inland wetlands and watercourses.
- Manage the Commission's administrative operations. Prepare for all meetings providing due diligence on matters before the Commission. Receive, organize, distribute, and respond to all correspondence, and review all applications on a regular and timely basis.
- Generate, file, and publish agendas, legal notices, site walk notices, meeting minutes, special meetings, and public hearing notices as required and/or coordinate such activities with the appropriate officer of the Employer.
- Administer and enforce wetlands rules and regulations, issue permits within the limits of authority, perform inspections, and investigate complaints related to IWWC matters on a timely basis.
- Must have or be able to obtain "*CT DEEP Municipal Inland Wetlands Agency Comprehensive Training Program Certification*" within six (6) months of hire.

The duties listed above are intended only as illustrations of the various tasks performed by the person filling the Inland Wetlands and Watercourses Agent position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Preferred candidate has an environmental background and/or a minimum of 2 years of municipal land use experience.**

Link for "*CT DEEP Municipal Inland Wetlands Agency Comprehensive Training Program*":

[https://clear.uconn.edu/training/ct-deep-training-certificate-courses/deep\\_iwa\\_training/](https://clear.uconn.edu/training/ct-deep-training-certificate-courses/deep_iwa_training/)