

ENVIRONMENTAL ANALYST
(Town of Cortlandt)

GENERAL STATEMENT OF DUTIES: Performs a variety of tasks related to the integration of environmental factors and considerations into the decision making of Town departments and boards; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director – Department of Technical Services, the incumbent of this position is responsible for site inspections of environmentally sensitive sites (wetlands, steep slopes, etc.) that are privately owned being developed, or that are owned by the municipality and preserved for recreational or open space purposes. This position is charged with the responsibility of assessing environmental features, the mitigation of development impacts on land features, the assessment of environmental sensitivities of particular land parcels, and the recommendation of acquisition for purposes of open space preservation. In this capacity, the incumbent interfaces with developers, municipal departments (i.e.; Planning, Code Enforcement, Recreation), and various Town Boards (i.e., Conservation Advisory Council, Planning Board, etc.). While the incumbent must be knowledgeable of Federal, State and, in particular, local environmental regulations, enforcement of those regulations is not a responsibility of the position. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Conducts inspections of sites to determine if a Wetlands, Tree and/or Steep Slopes permit is required and makes recommendations;

Performs environmental impact assessments of subdivisions and commercial site plans;

Assesses parcels for environmental sensitivities and for land acquisition for open space and makes recommendations to municipal officials;

Inspects, assesses and makes recommendations regarding municipal owned parcels, parks and open spaces, working with the Department of Environmental Services on plantings, landscape designs, etc;

Upon approval by the Planning Board, reviews construction and site development plans to see if plans adequately address erosion, wetland and steep slope mitigation in accordance with approvals and permit conditions;

Monitors construction sites for sediment and erosion control measures, makes recommendations and files inspection reports;

Performs tree inspections related to permits prior to cutting;

Conducts final site inspections for completeness and compliance with approved plans, filing an inspection report and a recommendation for certificate of occupancy;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Works with wetlands consultants and provides time and expertise to the Conservation Advisory Council;

Responds to complaints from the public regarding alleged violations of environmental regulations and sites being developed;

Works with various groups on open space land acquisition, trailway development, etc.;

Works with the Department of Technical Services to develop specifications for products or services relative to municipal parkland, playgrounds, or recreation facilities;

Works with the Department of Technical Services regarding a planting and maintenance schedule for municipal parklands and open spaces;

Assesses environmental impacts of public use of municipal parklands and open spaces and makes recommendations to officials;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: a) a Bachelor's Degree in civil, environmental or geological engineering; environmental planning, environmental science, environmental studies, planning or landscape architecture or similar environmental program and two (2) years experience in environmental protection (water, soil, wildlife management, ecology, environmental science, etc.); or b) a Bachelor's degree and three (3) years experience in environmental protection (water, soil, wildlife management, ecology, environmental science, etc.); or c) a Master's Degree in a field as in (a) above and one year of experience as in (a) above, or d) a satisfactory equivalent combination of the foregoing training and experience.

Substitution: Experience as an Environmental Inspector, Wetlands Inspector, Environmental Coordinator or closely related position may be substituted on a year for year basis for the required experience.

Town of Cortlandt
J.C.: Competitive
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Job Class Code: 0504