



ISLE OF WIGHT COUNTY
invites applications for the position of:

Environmental Planner

SALARY: \$42,677.00 - \$55,481.00 Annually

OPENING DATE: 07/01/20

CLOSING DATE: Continuous

DESCRIPTION:

The Environmental Planner performs professional planning and development plan review for the County's Planning and Zoning division in the Community Development Department. The employee's work involves reviewing land use proposals and plans to ensure compliance with a variety of local, state, and federal environmental plans as well as the County's Comprehensive Plan. The employee shall administer and implement assigned department programs, including but not limited to the following: wetlands, Chesapeake Bay Preservation Area, and floodplain management.

EXAMPLES OF DUTIES:

- Performs environmental review of site development plans, subdivision plats, and long-range plans;
- Prepares reports, and maintains verbal and written contact with applicants, developers, architects, engineers, surveyors, the planning commission and board of supervisors, regarding environmental issues;
- Administers septic pump-out program and coordinates with the Virginia Department of Health to ensure septic waste is properly managed;
- Assists in the development and administration of required environmental programs, maintaining compliance with state and federal regulations, including floodplain management and community rating system program;
- Develops departmental procedures for program implementation with oversight by the director and assistant director;
- Advises citizens and applicants about environmental site development guidelines and compliance issues relating to the County's ordinance requirements;
- Conducts site visits and identifies potential environmental problems, options, and compliance issues;
- Coordinates the continued development and maintenance of the official County Resource Protection Area (RPA) maps with the IT department;
- Confirms professional wetland and buffer delineations;
- Advises and provides professional and technical support to the County Wetlands Board, the Planning Commission, and Board of Supervisors on development applications and environmental planning issues;

- Conducts research and performs special projects on current and long-range environmental planning issues, compiles findings and collects data into reports;
- Attends meetings and presents assigned projects to citizens, various appointed boards, the Planning Commission and Board of Supervisors at community meetings, work sessions and regular meetings routinely held after regular business hours;
- Represents the County on committees of the Hampton Roads Planning District Commission and other local and state committees, involving environmental planning issues;
- Manages or administers grant funds;
- Maintains appropriate records and project files for all related activities;
- Performs other related duties as assigned; and
- Observes all approved safety and health policies and procedures pertaining to his/her work activities and performs all work tasks in a safe and healthy manner in accordance with County policy.

PHYSICAL DEMANDS

The work is light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Requires the use of fingers, balancing, climbing, crawling, crouching, grasping, hearing, kneeling, mental acuity, pulling, pushing, reaching, repetitive motion, standing, talking, visual acuity, and walking.

WORK ENVIRONMENT

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs. Requires field inspections.

REQUIRED QUALIFICATIONS:

Education and Experience:

Requires a Bachelor's Degree in Environmental Science, Urban Planning, Public Administration or related field and three (3) years of work experience.

Licenses or Certifications:

Requires a valid driver's license. AICP (American Institute of Certified Planners) and CFM (Certified Floodplain Manager) certifications are preferred.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of zoning, land use and environmental planning;
- Knowledge of governmental programs, laws, and services pertinent to the planning and development process;
- Skilled in the collection, analysis, and presentation of technical data concerning land acquisition, and planning and development recommendations;
- Skilled in the use of a variety of office equipment, including computer-driven work processing, spreadsheet, and file maintenance programs;
- Skilled in the use of highly technical computer applications such as GIS or CAD;
- Ability to use computer-driven word processing, spreadsheet and file maintenance program;
- Ability to read and interpret surveys and engineering drawings and plans;
- Ability to review subdivision plans, site development plans and related drawings for

- compliance with applicable local regulations and ordinances;
- Ability to explain orally and in writing planning theory, policy and practices to the people.

SUPPLEMENTAL INFORMATION:

This position is open until filled.

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs. Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.isle-of-wight.va.us/>

Position #1
ENVIRONMENTAL PLANNER
CV

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