

FORESTRY OFFICER/ENVIRONMENTAL PLANNER
(Town of Greenburgh)

GENERAL STATEMENT OF DUTIES: Acts as Town's Forestry Officer; performs a variety of tasks related to the integration of environmental factors and considerations into the decision making of the Town boards and departments; does related work, as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner of Community Development and Conservation, an incumbent of this position is responsible for enforcing and administering the provisions of the tree removal and preservation policies of the town. The incumbent prepares reports and develops recommendations that address the probable impact of proposed policies, plans and projects related to the local tree law, land use, and the physical development within the town properties. This position is responsible for identifying the environmental impact on land use and is responsible for site inspections of environmentally sensitive sites i.e. wetlands, steep slopes, etc. that are privately owned and being developed. Supervision is not a function of this class, although incumbent does function in an advisory capacity to others.

EXAMPLES OF WORK: (Illustrative Only)

While performing as the Forestry Officer:

Administers and enforces the provisions of the local law regarding tree preservation and removal for the Town of Greenburgh;

Reviews applications for removal of trees from public or private properties; pays special attention to trees within a floodplain, wetlands, designated buffer area or conservation area;

Performs tree inspections related to permits prior to cutting;

Determines if any tree(s) would be hazardous to life or property, or if the wildlife habitats are endangered;

Determines full compliance, as well as restoration, of tree planting, preservation, and tree dressing of properties;

Issues permits for tree removal according to local regulations; Investigates complaints and issues stop work orders, or revokes permits, if work is not proceeding in accordance with permit regulations;

Insures that all regulations have been met prior to approving the issuance of certificate of occupancy by the Building Inspector;

Confers with local planning and zoning officials, as assigned, concerning details of local plan development.

EXAMPLES OF WORK: (Illustrative Only) (Continued)

When performing as an Environmental Planner:

Participates in the formulation, preparation and conduct of environmental planning studies by utilizing natural resources and environmental data relating to land use factors;

Prepares sketches, maps, charts, memoranda and environmental impact statement drafts from reference materials, studies and reports;

Assists in the preparation of State Environmental Quality Review (SEQR) documents and resolutions;

Assists in analyzing site plans and maps as they relate to tree removal, wetlands, erosion control, steep slopes, wildlife, geology and plant cover types;

Reviews project proposals and makes recommendations to the Town Board, Planning Board and Zoning Board of appeals;

Conducts field inspections of permit work and projects in progress;

Maintains contact with town officials, contractors, and residents who are engaged in physical and environmental planning projects and programs;

Receives and responds to requests for data, reports and technical advice in the development and review of environmental analysis and impact statement drafts;

Uses computer applications or other automated systems such as GIS, spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of municipal tree preservation codes and regulations; good knowledge of the principles, practices and techniques involved in environmental planning; good knowledge of the State Environmental Quality Review Act and its rules and regulations; good knowledge of the procedures involved in conducting, preparing and reviewing environmental assessments and environmental impact studies; ability to effectively use computer applications such as GIS, spreadsheets, word processing, e-mail, calendar and database software; ability to organize and conduct field investigations of land use and natural resources factors; ability to interpret visual data from maps and charts; ability to prepare sketches, maps and charts from field studies; ability to work with others and communicate technical concepts and ideas to non-technical personnel and the public; ability to communicate effectively, both orally and in writing; resourcefulness; tact; good judgment; physical condition commensurate with the demands of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) A Bachelor's Degree* and three (3) years of experience where the primary function of the position was Environmental Science or Environmental Planning; or (b) A Bachelor's Degree* in Environmental Science, Biology, Botany, Ecology, Forestry, Geography or a closely related fields and two (2) years of the specialized experience as stated in (a) above.

SUBSTITUTIONS: A Master's Degree* in Environmental Science, Biology, Botany, Ecology, Forestry, Planning, Soil Science or closely related field may be substituted at the rate of 30 credits per year of experience for up to one year.

NOTE: ONLY EXPERIENCE GAINED AFTER ATTAINING THE MINIMUM EDUCATIONAL LEVEL INDICATED IN THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED IN EVALUATING EXPERIENCE.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents if the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a license to operate a motor vehicle in the State of New York at time of appointment.