

# Project Manager or Planner

Salary Range: \$70,000-\$85,000 (depending on qualifications) with a competitive benefits package.

Location: Hybrid work environment in Sandy Hook, CT

*Closing Date:* Open until filled or closed.

## About WestCOG

The Western Connecticut Council of Governments (WestCOG) provides transportation, environmental, economic development, analytics, and other planning services to 18 municipalities in Western Connecticut.

## Job Description and Responsibilities

WestCOG seeks a qualified and motivated person as Planner or Project Manager to provide technical support on a variety of environmental planning activities for the Western Connecticut Planning Region. Topically WestCOG communities have recently raised concerns on issues pertaining to water quality, flood resilience, and brownfield redevelopment.

Job responsibilities may evolve over time and currently are expected to include:

### Brownfields

Assist the region with the remediation and redevelopment of brownfields and grayfields, including:

- Inventory, classify, and prioritize known and potential brownfields in Western Connecticut.
- Match brownfields priorities with funding and technical assistance opportunities.
- Develop and deploy financing mechanisms, such as a brownfields revolving loan fund and successful grant applications (e.g., EPA, EDA, DEEP, DECD, USDOT, CTDOT) for environmental and infrastructure work.
- As locally desired, coordinate remediation and redevelopment.

### Flood Mitigation and Resilience

Assist the region with reducing the vulnerability to and damages from flooding events:

- FEMA grant management. Assist member municipalities and private property owners in applying to and accessing federal funding (including FMA, BRIC, and HMGP grants) to floodproof, elevate, and acquire properties (especially RL and SRL) and infrastructure to move people and property out of harm's way.
- Provide regional floodplain management services.
- Community Rating System (CRS). Expand participation in CRS to more municipalities and/or deepen participation to achieve higher class ratings, in order to reduce flood risk and flood insurance premiums under the NFIP.

- Dam safety. Inventory dams, identify high risk and high environmental impact dams, develop repair/removal priorities and a contact list, pursue funding opportunities, and work with public, nonprofit, and private partners to realize priorities.
- Hazard Mitigation Plan (HMP) implementation. Work with municipalities to implement projects that have been included in the regional HMP. Also work with municipalities to add projects to the HMP during HMP updates.

## Water Quality

Assist communities with concerns re drinking water (private wells and public water systems), wastewater (septic and sewer systems), and the protection of surface and groundwaters.

- Stand up private well testing web resources. To inform communities and the public of water testing resources available.
- PFAS research and troubleshooting to allow communities to better understand their options to address PFAS levels in their water supply.
- Assist implementation of watershed-based plans and other planning documents.
- Facilitate discussions on water treatment plants with member communities to identify implementable solutions for service areas.

In addition to these specific responsibilities, general tasks may include: Participate in various federal, state, and local initiatives.

- Research on issues and practices facing the member communities of WestCOG.
- Establish and maintain partnerships with local, regional, and state government agencies, land trusts, and non-profit organizations.
- Project management, such developing and implementing scopes of work, bid documents, funding strategies, and consultant oversight.
- Grant research, preparation, submission, management, coordination, and reporting.
- Reporting and education on topics and solutions for the region, municipal staff, and public during regular COG meetings and through WestCOG's website/newsletter/social media.
- Analytics and mapping of environmental data as part of research and plan development. (Note: WestCOG also has dedicated analytics staff to assist in this task).
- Other duties as assigned.

## Desired Experience

The ideal candidate will be innovative, creative, motivated, affable, reliable, as well as have the following experience:

- BA/BS degree (or higher) in Environmental Science (including soil or water science), Geography, or applicable degree and three or more years working in government, environmental, conservation, brownfields, or economic development sectors; or other education and experience as deemed equivalent by WestCOG.
- Foundational skills in quantitative analysis or GIS.
- Grant application or grant program oversight experience.
- Strong project management skills.

- Strong oral and written communication skills.
- Excellent time management skills to handle multiple assignments simultaneously on time
- Ability to pay attention to detail.
- Outcome-oriented, with strategic execution and good follow-through to deliver on assignments.
- Ability to work within government structure and protocol.
- Ability to work independently, while maintaining strong working relationships with supervisors, staff, elected and appointed officials, stakeholders, and the public.

## Salary and Benefits

Title to be determined, and salary of \$70,000-\$85,000, depending on qualifications.

WestCOG offers a competitive benefits package including: health and dental insurance; retirement contributions; vacation time; personal time; sick time; flexible work schedules; telecommuting opportunities; and employer-paid professional accreditations, memberships and conferences.

This position provides an opportunity to work in a collaborative, supportive, and motivating work environment. The employee will be stationed in WestCOG's office located in Sandy Hook, CT, with the possibility of a hybrid work schedule (partial remote work). This area of Connecticut combines the rural charm of a small New England town with the sophistication and amenities of metropolitan suburbs and offers:

- High quality of life
- Close access to major cities, universities, world-class healthcare, cultural and recreational attractions
- Excellent school systems
- Access to recreational trails and many leisure activities

## Applying for the Position

To be considered, applicants must have a driver's license, access to reliable transportation, and be legally able to work in the United States.

To apply, submit a cover letter, resume, references, and salary requirements to Mr. Francis R. Pickering, Executive Director at [westcog@outlook.com](mailto:westcog@outlook.com). Selected candidates may be asked to provide additional information or to appear for a personal interview. This position will remain open until filled or closed.

WestCOG is an Equal Opportunity Employer.