

Planning Aide (Stormwater)

The Western Connecticut Council of Governments (WestCOG) is seeking one or more qualified candidates to serve as Planning Aide(s) to assist with stormwater infrastructure assignments, including culvert and bridge inventory and mapping. This position, which will include extensive field work in addition to office tasks, will last 12 weeks during the period of May-September 2026.

Responsibilities:

Following an introductory training, the selected candidates will work with WestCOG staff to collect geospatial and attribute data for culverts and small bridges across the region. Project tasks may include:

- Independent collection of field data using mobile devices and standardized data-collection applications.
- Recording locational, dimensional, and condition-related attributes observable in the field.
- Photographing culverts and bridge structures in accordance with project protocols.
- Navigating to sites along local roads, rights-of-way, and adjacent areas.
- Reviewing and/or processing spatial data using GIS software.
- Creating spreadsheets, databases, and reports.
- Communicating and navigating challenges in the field.
- Other related planning or data-collection tasks as assigned.

Qualifications:

The following minimum requirements are expected for this position:

- Ability to perform extended fieldwork, including walking short distances off-road, down slopes, or through brush, in varying weather conditions.
- Valid driver's license and reliable vehicle access for travel to worksites across WestCOG's eighteen municipalities.
- Access to a smartphone capable of running iOS or Android data-collection applications (external GPS units will be provided if higher positional accuracy is required).

The ideal candidate will have:

- Coursework or background in environmental science, geography, planning, civil engineering, natural resources, or a related field.
- Familiarity with GIS software or mobile field-data collection (experience not required).
- Ability to work independently with limited daily supervision.
- Reliable and conscientious professional ethic with good quality control.

Position Details:

The position requires travel in the Western Connecticut Planning Region and to the WestCOG office at 1 Riverside Road, Sandy Hook, CT 06482

Duration and Schedule: The position will be for a 12-week term. Dates may be negotiated, with a start date no earlier than May 8, 2026 and an end date no later September 18, 2026. Daily hours will be flexible and dependent on weather and workload, with an average of 35 hours per week.

Compensation: \$8,820 for the 12-week term. Mileage and materials will be reimbursed separately.

Applications will be accepted until April 17, 2026. Interested applicants should send a resume to Mr. Nicholas Trabka at WestCOG@outlook.com, cover letter optional. Selected candidates may be asked to provide additional information or to appear for an interview.