

Planning Aide (Stormwater)

The Western Connecticut Council of Governments (WestCOG) is seeking one or more qualified candidates to serve as part-time Planning Aide(s) to assist with stormwater infrastructure assignments, including culvert and bridge inventory and mapping. This part-time position will include extensive field work with limited office-based data processing and related tasks. Positions are available immediately and will run through November 30, 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.
- Ability to use a WestCOG-provided electric bicycle for travel between field locations, including the ability to safely handle, load, and unload a bicycle weighing approximately 60 pounds.

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).
- Comfort bicycling on or along local roads and in varying terrain and traffic conditions
- 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: This is a part-time position with a minimum commitment of 40 hours per month. Positions are available for an immediate start and will continue through **November 30, 2026**. Start dates may be arranged based on candidate availability. Daily hours will be flexible and dependent on weather and workload.

Compensation: \$22 an hour. Mileage and materials will be reimbursed separately.

Applications will be reviewed on a rolling basis until positions are filled. 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.