



POSITION DESCRIPTION

Position Title: Environmental Planning Intern

Reports to: Community Development Director

FLSA Status:

Status: Part-Time, Temporary

Hours of Work: This is a temporary part-time position funded through a grant. Work hours will be approximately 10 hours per week during regular dayshift office hours with some evening and weekend work as needed.

Statement of Duties

Position performs administrative and environmental planning functions for the Community Development Department. The work involves providing information and education to the public, developers, and the Village regarding environmental planning matters, providing technical support to the Village Board.

Supervision

Employee works under the general direction of the Community Development Director, planning and performing work in accordance with standard practices and previous training. Employee has substantial responsibility and independence performing work activities, including determining the work methods. Employee solves most problems of detail or unusual situations by adapting methods or interpreting instructions. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor. The supervisor reviews recommendations and determinations prepared by the employee for accuracy and appropriateness.

Employee does not exercise any supervisory responsibilities.

Employee is required to work outside of normal business hours as required to perform position duties.

Job Environment

The work requires examining, analyzing and evaluating facts and circumstances surrounding environmental policies and programs, and determining compliance with codes and regulations, and applicable state and federal laws. Work is performed under policies, practices and precedents which may be complex or conflicting, at times. Employee uses judgment to analyze specific situations and determine appropriate actions. Employee is expected to understand, interpret and ensure compliance with complex federal, state and local regulations.

The position has frequent contact with the public, consultants, and developers to provide information and answer inquiries regarding planning issues. Other contacts are with engineers, consultants, local businesses and organizations, non-profit organizations, other governmental agencies, other village departments, local boards, committees and organizations. The purpose for contact is to exchange information, coordinate and facilitate projects, and resolve problems. Contacts are usually made in writing, in person, via e-mail, and on the telephone.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to, or extension of, the position.

Essential Functions

1. Provides quantitative environmental research for the public, staff, and the Village Board.
2. Writes, secures, and implements grant applications to fund projects within the Village.
3. Applies for various award recognition programs.
4. Updates required activities and codes to be in good standing with the green region compact, cool cities, clean air counts, and Chicago wilderness programs
5. Provide recommendations for the Village's fleet vehicles.
6. Spearhead environmental events (such as the recycling extravaganzas, river clean-ups, earthday, etc.) and provide staffing for various booths and displays at various events.

7. Assist in development reviews involving sustainable development containing natural stormwater management facilities.
8. Attends conferences as needed.
9. Provides recommendations on LEED certifications for buildings.
10. Design and implement conservation programs for the residents of the Village.
11. Provides presentations and reports to citizens and boards and commissions.
12. Performs similar or related duties as required by the supervisor.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works in a moderately loud office and is required to stand, walk, sit, talk, listen, use hands, stoop, kneel, and reach while performing duties of the position. Employee occasionally lifts up to 30 lbs., and seldom lifts up to 60 lbs. Normal vision is required for position. Equipment operated includes office machines, and computers.

Education and Experience

A candidate for this position should be working towards a Bachelor's Degree from an accredited college or university in Planning, Environmental Planning, Geography, Landscape Architecture, or related field, and three to five (3-5) years of experience; or an equivalent combination of education and experience.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- Principles, practices, and tools of planning and development
- Principles, practices and tools of environmental programs
- State and local laws pertaining to land use, planning, zoning, construction, housing and the environment

Skill in:

- Writing, research, and organization
- Plan review
- Office software applications including word processing and excel applications

And ability to:

- Understand and interpret technical and administrative regulations

- Work well with and provide technical support to public officials, boards, commissions, and other departments and agencies
- Prioritize and manage multiple tasks in an effective manner
- Deal tactfully and professionally with the public on matters of Village policies and practices and in accordance with state and local regulations and ordinances.
- Provide a high level of customer service at all times.
- Communicate orally and in writing in a clear and concise manner.