



# Selectmen's Office

---

Essex Town Hall  
29 West Avenue, Essex, CT 06426  
Telephone: 860-767-4340 Fax 860-767-8509

## POSITION OPEN

### PART TIME STUDENT INTERNSHIP IN WETLAND DESIGNATION AND MAPPING FOR THE TOWN OF ESSEX

**Duration:** 8 to 10 weeks internship with a maximum of 140 hours, beginning late May and ending early August 2024 or when the project is complete, whichever comes first.

**Stipend:** \$16.00 per hour.

**Hours:** Total weekly hours anticipated to be 14-20 hours. Days and hours are flexible so long as there is a minimum of three days a week of work completed and work is completed in the Essex Town Hall. The total number of hours for this project will equal approx. 125 - 140 hrs.

**Duties and expectations:** The selected student will be reviewing wetland applications that have been filed with the Town of Essex and taking all the wetland data for an individual site, including reports and applications, creating lines in ESRI, and sending the shape file to the Town's GIS contractor to quality check and upload to the Town's master GIS wetland database. The student would be responsible for reviewing the Town's wetland database and updating any attribute table to reflect the most recent survey of wetlands. The goal of the project is to have a wetlands map of the Town of Essex using existing wetlands maps created for individual properties.

An instructional manual will need to be created so that as the Town collects wetlands maps for properties going forward, the data can easily be uploaded to the Town's master GIS wetland database.

During the internship, the student may be asked to attend a wetlands meeting or to participate in an applicable site walk with the Land Use Official or with the Commission (if applicable).

At the end of the project the student will present the final mapping to the Inland Wetlands and Watercourses Commission at a monthly meeting.

**Supervisor:** Carey Duques, Land Use Official, will oversee the student's work and be the main point of contact for this project. Her contact information is [cduques@essexct.gov](mailto:cduques@essexct.gov) and 860-767-4340 ext 115.

An application is required and may be obtained in the Selectmen's Office Monday through Friday from 9:00 am to 4:00 pm or on the Town of Essex website [www.essexct.gov](http://www.essexct.gov) under employment opportunities. All applications will be considered until the position is filled and should be sent to: **Selectmen's Office, Essex Town Hall, 29 West Avenue, Essex, CT 06426.**

### **THE TOWN OF ESSEX IS AN EQUAL OPPORTUNITY EMPLOYER**

Norman M. Needleman, First Selectman  
Stacia R. Libby, Selectman  
Bruce M. Glowac, Selectman

May 24, 2024