



## ANDERSON TOWNSHIP Position Description

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<b>Title:</b>	Greenspace Inspector
<b>Department:</b>	Planning & Zoning
<b>Supervisor:</b>	Director of Planning & Zoning Assistant Director of Planning & Zoning
<b>FLSA Status:</b>	Non-Exempt
<b>Classification:</b>	Full-Time

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### Definition:

In collaboration with a variety of internal and external stakeholders, this position will serve as the Township's resource and advisor on matters impacting the natural environment, including plant, animal, soil and water resources.

### Essential Functions:

1. Manage the Anderson Township Greenspace program.
2. Direct tree management activities on Township-owned, non-Greenspace property.
3. Collaborate with multiple stakeholders on the environmental impact of land use decisions, including Anderson Township departments and elected officials as well as other government and non-profit agencies.
4. Create and present environmental education and community outreach initiatives.

### Examples of Duties:

1. Conduct regular field visits to Greenspace property to inspect for encroachment violations and safety concerns, monitor damage remediation/restoration efforts and look for the presence of invasive plant species.
2. Work with appropriate law enforcement agencies, when necessary, on enforcement of applicable Greenspace property laws and regulations.
3. Perform field inspections of trees located on non-Greenspace property, including rights-of-way, to monitor tree health and maintenance needs.
4. Assist with the Township's annual Tree City USA application submission and fall tree planting program.
5. Provide staff support for the Anderson Township Tree Committee, Arboretum Subcommittee and other related boards, committees and commissions.
6. Collaborate with Township departments, other government authorities and non-profit agencies on planning and land use decisions.
7. Assist with archaeological research and preservation initiatives on Township-owned property.
8. Collect, analyze and report various kinds of data and information.
9. Present educational programming about the Greenspace program and related topics during special events and collaborations with community organizations, outdoor education programs and local schools.

10. Regularly interact with the public over the phone, through written communication and in-person, to resolve encroachment violations, coordinate volunteer projects and answer questions about tree identification, health and planting.
11. Other duties as assigned.

### **Required Knowledge & Abilities:**

1. Thorough understanding of local natural resource management and land use best practices and principles.
2. Working knowledge of computer hardware/software programs including Microsoft Office, geographic information systems, Adobe products and web-based applications.
3. Familiarity with data collection, analysis and reporting methodologies.
4. Ability to read and understand information from plans, drawings, property surveys and maps.
5. Able to communicate complex information in writing as well as through in-person interactions.
6. Proven ability to effectively interact with a wide variety of people, including elected officials, professional consultants, student interns, community volunteers and the public.

### **Required Qualifications:**

- Minimum of bachelor's degree in environmental/natural science, urban planning, geography or similar programs.
- At least two years of experience in planning, natural resource/land management or related field.
- Valid, state-issued driver's license.
- Physically capable of walking on uneven, outdoor terrain potentially during inclement weather.

### **Work Locations:**

- Indoor, professional office environment.
- Outdoor settings, in a variety of seasonal weather conditions and terrain.

### **Work Schedule:**

- Approximately 40 hours/week.
- Monday through Friday.
- 8:00 am to 4:30 pm.
- Occasional evening/weekend/overtime hours, including special events as needed.
- Flexible schedule options following completion of probationary period.

Last Revision: 06-16-2025