

CONSERVATION AGENT

Definition:

Technical and administrative work coordinating the activities of the Conservation Commission and enforcing all federal, state and local conservation laws and regulations; all other related work, as required.

Supervision:

Works under the general direction of the Conservation Commission and Town Administrator.

Performs varied responsible functions which require judgment and initiative in determining courses of action which are guided by statute, established guidelines, or precedents. Receives written, oral and specific assignments from the Conservation Commission. Judgment and initiative are required to determine priorities based on the work assigned.

Supervises one seasonal intern.

Job Environment:

Some work is performed under typical office conditions; work is frequently performed in the field, with exposure to various weather conditions, loud noises and the hazards associated with site work and construction sites. Employee is required to attend night meetings once or twice per week; some weekend work is required. Workload is generally stable, but may fluctuate, depending upon the time of year and construction trends.

Operates computer; operates hand tools and other light equipment. Operates standard office equipment such as copier, and facsimile machine; operates an automobile.

Makes constant contact with town departments, state agencies, developers, attorneys, engineers and the general public; contacts involve furnishing routine information, as well as discussing wetlands laws and methods of approach and procedures; contacts require good customer service skills.

Has access to department-oriented confidential information, such as personnel files, and law suits.

Errors could result in personal injury and legal repercussions.

Duties and Responsibilities:

The essential functions or duties listed below are intended only as illustrations 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 the work is similar, related, or a logical assignment to the position.

- Reviews Notices of Intent; assists in preparing applications and consults with engineers, when necessary.
- Conducts site inspections to confirm compliance with the Conservation Commission's permits; meets with site contractors, engineers, environmental consultants and property owners.
- Advises the Conservation Commission of the impacts of particular proposals on the town's natural resources, in particular, the wetland resource areas.
- Must be familiar with vernal pools and certification process.
- Arranges and attends site visits and prepares site assessments for members of the Commission. Establishes and maintains the field monitoring program.
- Develops and suggests special conditions to be issued with Order of Conditions.
- Drafts decisions, issues permits, writes letters and other correspondence for approval by the Conservation Commission, including annual reports and budgets. Completes filings, Requests for Determination and Certificates of Compliance at completion of projects.
- Signs building permits and reviews plans.
- Issues enforcement orders for violating the Wetlands protection Act; may assist Environmental Police and serve on the emergency response team for hazardous spills on the Massachusetts Turnpike.
- Attends workshops; obtains certifications from the Department of Environmental Protection.
- Performs required updates for the Open Space Plan.
- Responsible for the compliance with Stormwater Management requirements and the NPDES PII Small MS4 General Permit Annual Report.
- Responsible for maintaining files on town-owned dams and compliance with DCR regulations. Mains contact with dam monitors.
- Works with lakes and ponds to ensure compliance with treatments and maintenance plans, also for purpose of drawdowns.

- Prepares annual budget and writes annual report; prepares and publishes all meeting related notices; records and transcribes minutes of meetings and submits for Commission review.
- As a municipal department head, represents the Conservation Commission at town meetings and other municipal functions and cooperates with other departments, including attendance at Department Head meetings.
- Must be Notary Public if required by the Commission.
- Performs similar or related work as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in an environmental field, or related field; five years experience in environmental management, land conservation, or a related field; or an equivalent combination of education and experience.

Knowledge, Ability and Skill

Knowledge. Working knowledge of federal and state laws, including the Massachusetts Wetlands Protection Act and associated regulations and guidelines; knowledge of biology, geology, and hydrology. Working knowledge of the statutes and regulations applicable to the jurisdiction of the Conservation Commission. Working knowledge of soil types and their functions and the ability to verify wetland boundaries as described in the Massachusetts Wetlands Protection Act Regulations. Familiarity with permit and grant writing, and other documents mandated by state law.

Ability. Ability to visualize terrain from examination of maps and plans. Ability to delineate wetland boundaries based on hydrology, vegetation and soil analysis. Ability to assess impacts on natural resources including wildlife habitat. Ability to deal appropriately and tactfully with town officials and employees, the general public, attorneys, engineers, consultants and governmental agencies. Ability to communicate clearly in written, oral and graphic form. Must possess a valid Massachusetts Class D drivers license and have use of a personal automobile.

Skill. Strong interpersonal skills and skill in written and oral communication. Skills in general office procedures, including the use of computers for word processing, spreadsheet, and data base management functions. Skill in the operation of all of the above listed office machines and hand tools and equipment required to complete the work assigned.

Physical Requirements

Minimal physical effort required when performing functions under typical office conditions; moderate physical effort required in the field. Frequently required to talk listen or hear. Required to stoop, bend, reach with hands and arms and to climb or balance. May be required to move objects weighing up to 30 pounds. Physical agility required to access all areas of inspection site, which includes rough terrain. May spend several hours walking or standing.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.