

Economic Development, Planning, & Conservation Conservation Agent

DEFINITION

The Conservation Agent is responsible for the professional, technical, and administrative work supporting the Conservation Commission. The Conservation Agent reviews projects applications, provides technical assistance relating to the Wetlands Protection Act and local Wetland Protection Bylaw, writes orders of conditions and determinations, monitors construction in order to ensure appropriate compliance, and carries out enforcement activities.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Coordinates Conservation Commission applications, agendas, and meetings;
- Manages and coordinates projects, as assigned;
- Presents information to meeting forums, conducts site visits and field inspections to approved and proposed project sites, serves as liaison with state and federal officials, and coordinates and oversee the work of other professionals consulting with the Town;
- Serves as liaison with residents, engineers, and developers in coordinating and understanding the permitting processes and regulations in proposed development projects, responding to complaints and issue enforcement on an as-needed basis;
- Completes a technical review of all applications and plans specifically under the Wetlands Protection Act and wetlands/stormwater bylaws;
- Researches, pursues, and administers grants and other funding opportunities;
- Coordinates and assists with management of existing conservation lands and the acquisition and protection of additional lands;
- Works in conjunction with other departments to ensure project, permitting, and other such continuity.

SUPERVISION RECEIVED

Under the administrative direction of the Town Administrator and the Conservation Commission, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

JUDGEMENT AND COMPLEXITY

The work requires examining, analyzing and evaluating facts and circumstances surrounding

individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

NATURE AND PURPOSE OF CONTACTS

Relationships are with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has access to some confidential and sensitive information in the performance of their duties.

EDUCATION AND EXPERIENCE

Bachelor's degree in environmental sciences, and/or natural resources or related field, and 1 to 3 years of related experience; or any equivalent combination of education, training, certification, and experience. Massachusetts Associate of Conservation Commissioners Certification (MACC) advantageous.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of state and municipal regulations, bylaws, policies, programs, and operations. Knowledge of botany, geology, and soil types in relation to wetlands. Knowledge and experience with office management principles and practices, computer programs and databases such as Microsoft Office, Geographic Information Systems (GIS), and office equipment.

Abilities: Ability to use field tools. Ability to manage multiple tasks, meet deadlines and pay careful attention to details despite interruptions. Ability to maintain harmonious working relationships, work independently, maintain confidentiality. Ability to stay calm and deal tactfully, patiently, and appropriately with all clients.

Skills: Accurate record keeping, time-management, bookkeeping, organization, oral and written communication, planning, working as part of a team, having a positive attitude, and excellent interpersonal skills.

WORK ENVIRONMENT

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. May be exposed to elements, but work can typically be rescheduled to avoid harsh elements.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Administrative work is conducted in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. When in the field, work requires agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There may be a need to stretch and reach to retrieve materials.

Motor Skills

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.