

# CONSERVATION AGENT

**Department:** Planning and Development  
**Division:** N/A  
**Appointing Authority:** Mayor

**Grade:** S4  
**Revision Date:** 1/18  
**Bargaining Unit:** S

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## **Definition:**

Responsible for and performs routine and complex professional, administrative and technical duties, including site inspection work, in the coordination with and under the authority of the Conservation Commission in the operation of a municipal Planning and Development department; all other related work that is logical to the position.

## **Supervision:**

Works independently under the general direction of the Director, and the policy direction of the Conservation Commission.

Has no supervisory duties, but may provide limited direction to clerical staff and interns, or to consultants or work crews on projects under the direction of the Conservation Commission.

## **Environment:**

Most duties are performed under typical office conditions, including operation of computers, calculators, telephones, printers, copiers and other standard office equipment.

Some duties require field work including site review of proposed projects, wetlands and conservation lands; which may involve walking and climbing over uneven terrain; exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, noise and other associative field conditions. Must drive self or have transport to and from field sites.

May have access to confidential records subject to non-disclosure or limited disclosure pursuant to statutory prescript.

Has considerable contact with employees, town departments and boards, outside organizations, state agencies and the general public that requires patience, diplomacy and courtesy.

Errors in performance may cause legal or financial repercussions, considerable confusion and delay, lead to adverse public relations, waste of public funds, and lower standards of service for the town.

**Essential Functions:** The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.

Review all filings for compliance with administrative requirements of Wetlands Protection Act, the Town's Wetlands Administration Bylaw; the Rivers Act, and associated federal, state and local regulations.

Perform varied duties which range in nature from routine to complex and which require considerable judgment and initiative in determining courses of action not clearly defined by precedent, statute, or established guidelines specifically as to the administration by Wetlands regulatory requirements.

Manage the processing of all wetlands filings for proper and timely action associated with Conservation Commission business and ensure compliance with mandated deadlines for Conservation Commission action.

Provide administrative support for all Conservation Commission hearings (e.g. ensuring that all relevant documents are available for review, minutes are being kept, etc.)

Manage the Conservation Commission affairs, including all administrative tasks related to Town governance (e.g., drafting correspondence, tracking budgets, providing written reports to the Director, responding to resident requests, etc.)

Schedule Commission meetings and ensure hearing notices are posted; prepare agendas based on filings and requests and provide background materials, recommendations and information as required; participate in meetings and take and/or transcribe minutes; follow-up on matters generated at meetings as requested.

Maintain files of departmental records, maps, reports, plans and other material.

Conduct on-site inspections related to filings submitted to Commission under Wetlands Protection Act; process forms, evaluate findings and submit recommendations to Commission within statutory time frames; monitor construction to ensure compliance with Orders of Conditions.

Prepare long-range plans for land acquisition; conduct on-site inspections of parcels under consideration; assist in negotiations with developers and/or land owners relative to proposed gifts or purchases of land; research, prepare, coordinate and follow-through on grant applications.

Provide liaison to other Town boards, community groups, governmental agencies and regional conservation efforts; work with Park and Recreation Commission relative to maintenance of lands under the jurisdiction of the Conservation Commission; respond to inquiries from general public relative to departmental procedures and operations.

Draft reports, correspondence, presentations, and other written material for Commission's review.

Review and evaluate all wetlands filings for conformity to federal, state, and local regulations and advise the Commission on: Resource designation; Storm water management; Pollution prevention; Erosion control; Wildlife and wildlife habitat preservation; Agriculture preservation; Groundwater protection; Natural feature and resource protection.

Evaluate and validate key scientific, engineering, design, and legal data for all wetlands filings submitted to the Commission and advise the Conservation Commission and Director on issues, problems, and findings.

Develop technical and legal recommendations for the Commission on individual project compliance with performance standards and suggest alternatives to improve project compliance pertinent to the values and interests outlined above.

Lead site visits on properties with wetlands filings and provide professional assessment of key issues regarding values and interests that might be affected by the proposed work.

Devise and draft provisions of Orders of Conditions including key technical requirements and performance standards for Conservation Commission review and approval.

Delineate and review wetland resource areas as required by the Conservation Commission using the most current federal, state, and local methodologies.

After consultation with other appropriate Town officials, advise the Commission on applicable zoning, septic, safety and other local, state, and federal laws and regulations that could affect project filings under review and make recommendations regarding how those laws and regulations could be used to improve resource protection.

Work with applicants and their professional representatives, including site visits, preliminary project review, and consultation, to ensure that proposed projects do not threaten environmental and conservation values and interests.

Keep Conservation Commissioners and Director current on the latest scientific, engineering, legal, and political developments relevant to the values and interest outlined above.

Develop project proposals for grant funding to support Town conservation, environmental, and open space projects.

Coordinate the implementation of land protection and preservation (via purchase, gift, restriction, etc.) for conservation purposes, and provide professional assessments of the conservation value of proposed conservation restrictions on private property.

Coordinate the stewardship of Town conservation land and make recommendations to the Commission for improving the conservation value of those properties.

Coordinate with federal, state, town, and private agencies and organizations with overlapping jurisdictions to improve environmental protection and preservation in the town, including assisting in the development of state environmental laws and regulations.

Develop and distribute environmental educational materials for the public.

**Education and Experience:**

Bachelor's degree in environmental science, conservation biology, or related field and two years experience in wetlands management, land conservation, or related field; or an equivalent combination of education and experience. Experience with using technology information systems and applying associated software; or an equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

Ability to interact in a positive and effective manner, and to establish and maintain positive work relationships with supervisors, coworkers, other departments, boards and commissions, the general public and personnel at all levels of authority using principles of good customer service. Must perform all aspects of job responsibilities with honesty and integrity.

Strong organizational skills in a multi-task environment required. Ability to plan and work independently, ability to work on and prioritize several on-going tasks and carry out complex planning projects with minimal supervision. Ability to keep accurate and detailed records; apply organizational skills efficiently with attention to detail. Ability to meet project deadlines and work effectively in pressure situations.

Ability to work some overtime hours during peak work periods; attendance as required at evening or special meetings of the Commission.

Working knowledge of the principles and practices of wetlands management. General knowledge of ZBA duties. Technical aptitude for working independently with computers, GIS mapping, GPS mapping, digital cameras and processing software, and field equipment (e.g. range finders, GPS units). General knowledge of the statutes and regulations applicable to the jurisdiction of conservation commissions. Skills in general office procedures including computer spreadsheets and word processing. Ability to communicate clearly in written, oral, and graphic form and to organize departmental activities effectively.

**Physical Requirements:**

Frequent sitting, talking, walking, and mental concentration for prolonged periods required; frequent use of hands and fingers in operating/using various office equipment; occasionally required to lift and/or move objects or books of up to 15 pounds; specific vision requirements include close vision for long periods of time and the ability to adjust focus and color vision. Ability to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

Must be able to communicate and be understood clearly.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

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**Approved:**

**EXECUTED 1/10/2018 AND ON FILE IN THE HR DEPARTMENT**

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Human Resources Director

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Date  
Revision History: 1/06; 7/08, 5/11, 1/18

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Department Head

\_\_\_\_\_  
Mayor William Martin

[SSEA Review \_\_\_\_\_]