

TOWN OF MAYNARD

POSITION DESCRIPTION

Conservation Agent / Assistant Town Planner
Office of Municipal Services
Permanent, Full-time, Exempt

Summary of Duties

The employee is responsible for the review and analysis of applications submitted to the Conservation Commission, Planning Board, and Zoning Board of Appeals for completeness and conformance with Town conservation, planning, and zoning policies and by-laws.

Supports the Conservation Commission and the efforts of natural resource protection for the entire community as Conservation Agent and provides technical assistance to the Town Planner and assists in preparing grant applications, managing projects; undertaking neighborhood and strategic planning initiatives; working with residents and neighborhood groups; and responsibility for other community development projects as assigned.

Supervision Received

Reports to and works under the direction of the Executive Director of Municipal Services and the Town Planner. Performs complex functions requiring the exercise of broad discretion and considerable independent judgment.

Supervision Exercised

May exercise general supervision over clerical and other support staff as assigned.

Essential Functions - Conservation Agent

- Prepares agendas, public hearing notices, and minutes and provides other informational and administrative support for the Conservation Commission. May perform special projects and other related duties as required, directed, or as the situation dictates. Assignments may be altered or changed within the parameters of this description upon notice of the Executive Director.
- Coordinates accurate record-keeping with Office of Municipal Services clerical staff and Town Clerk as appropriate.
- On behalf of the Conservation Commission, administers the Massachusetts Wetlands Protection Act, the Maynard Wetlands Protection By-law and Storm Water Protection By-Law. This includes the coordination and processing of permit filings, site inspections and enforcement activities.
- Conducts environmental reviews of plans and permit applications for public and private development of lands within the Town including storm water management plans for compliance with federal, state, and local requirements for conservation, wetlands and river front protection, and storm water management. Larger, more complex storm water projects are coordinated by the CA, through qualified engineers.

- Provides permit documentation, and storm water management decisions within required timeframes.
- Maintains Open Space planning document on behalf of the Conservation Commission and the Board of Selectmen. Plan is to be reviewed, revised, and resubmitted to the Commonwealth of Massachusetts every seven years.
- Acts as land steward for Town owned conservation parcels. Prepares management plans and recommends, advises, and coordinates resources to protect, improve, and promote these properties and trails.
- Works toward the identification, acquisition, and stewardship of land within the Town appropriate to be conserved. Maintains relationships with land owners and managers.
- Provides expertise to Town in grant-making for initiatives related to the Conservation Commission and the Town's environmental management goals.
- Promotes the responsible use of protected lands throughout the community through public education initiatives.
- Provides information to community about environmentally safe practices for managing invasive species, wildlife and pests, and in development and re-development of land.
- Acts as a liaison to Town Boards, Committees, and Commissions on Conservation topics and provides input for Conservation related by-laws, by-law revisions, policies, and warrant articles.
- Investigates evidence of violations through site visits and implements enforcement actions to achieve compliance.

Essential Functions – Assistant Planner

- Reviews applications submitted to the Planning Board and Zoning Board of Appeals for technical accuracy. Coordinate the timely review of applications.
- Attend meetings of the Planning Board and Zoning Board of Appeals, as needed. Provide general administrative, technical, and advisory assistance to each Board.
- Draft decisions for Planning Board adoption on complex agreements and proposals.
- Undertakes general planning, including research, and analysis.
- Participates in regional planning activities and initiatives.
- Coordinates consultant review of subdivision plans and site plans and construction thereof to ensure proper review of all new development.
- Monitors progress on projects and prepares status reports and recommendations.
- Performs similar or related work as required or as the situation dictates.

Minimum Qualifications

Education:

Bachelor's Degree in Planning, Land Use, Biology, Botany, Conservation Land Management, etc., and three years of field experience. Master's Degree in related field is highly desirable.

Professional certifications:

MACC, AICP, GIS and similar professional licenses and certifications are highly desirable.

Knowledge, Abilities and Skills

- Specific knowledge of local, state, and federal laws and regulations that govern planning, development, and conservation. Knowledge of subdivision control, zoning, relevant municipal case law, other environmental rules and regulations.

- Ability to develop effective working relationships with colleagues and the public.
- Ability to handle multiple projects simultaneously.
- Ability to read site plans and construction/engineering documents.
- Ability to perform construction site inspections or coordinate them with a consulting engineer.
- Ability to enforce and interpret regulations firmly, tactfully, and impartially.
- Ability to maintain detailed, complete and accurate records.
- Ability to communicate effectively, both orally and in writing
- Ability to organize projects, accomplish tasks and meet deadlines.
- Ability to maintain the confidentiality of information.
- General office productivity software experience. Specific knowledge of GIS tools.

Working Conditions & Physical Demands

Work is split between a general office environment at a traditional workstation and field work involving site visits to private and public properties, including wetlands, forested landscapes, and unimproved sites or those under construction. Local travel is common and occasional regional travel is required. Attendance at meetings regularly held on weeknights and occasionally on weekends is required. Position may occasionally require lifting and/or moving objects up to 25 pounds. Work attire appropriate to the daily schedule (field work, office, and meetings).

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

Last updated in May 2016