



**JOB DESCRIPTION**

<b>Position Title:</b>	<i>Conservation Agent/Assistant Town Planner</i>	<b>Salary/Step/Grade:</b>	<i>\$57,000</i>
<b>Department:</b>	<i>Office of Municipal Services</i>	<b>FLSA Status:</b>	<i>Exempt - LIUNA</i>
<b>Reports to:</b>	<i>Executive Director of Municipal Services/Planning Director</i>		

**SUMMARY**

Under the supervision of the Executive Director of Municipal Services and Planning Director, the Conservation Agent/Assistant Town Planner supports the Office of Municipal Services efforts of conservation and natural resource protection/enforcement, ensures participation in regional and multi-jurisdictional environmental initiatives through coordination with other entities and works directly with the Conservation Commission to maximize the Town’s benefit from small and large-scale environmental initiatives, provides technical assistance reviews and analysis, and participates in transactional and strategic planning, with a focus on review and analysis of Conservation Commission, Planning Board, and Zoning Board of Appeals applications for completeness and conformance with conservation, planning and zoning regulations/policies/by-laws.

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as an overview and illustrations of the various types of work that may be performed. Each position has an accompanying department-specific tasks list. 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.*

- 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.
- Review and analysis of Conservation Commission, Planning Board, and Zoning Board of Appeals applications, including subdivision plans, site plans, special permit and variance applications for technical accuracy, completeness, and conformance with conservation, planning and zoning regulations/policies/by-laws, and ensuring proper review of all new development.
- Conducts timely 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. Coordinates larger, more complex storm water projects through qualified engineers.
- Provides permit documentation; drafts and provides storm water management decisions within required timeframes.

- Maintains Open Space planning documentation on behalf of the Conservation Commission and the Select Board.
- 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. Maintain relationships with landowners and managers.
- Acts as a liaison to Town Boards, Committees, and Commissions on conservation topics and provide input for conservation related by-laws, by-law revisions, policies, and preparation of Town Meeting warrant articles.
- Provides information to the community about environmentally safe practices for managing invasive species, wildlife, and pests, and in the development and re-development of land.
- Coordinates the public hearing process and provide professional informational and administrative support for the Conservation Commission, Planning Board and Zoning Board of Appeals.
- Attends Conservation Commission meetings. Attends Planning Board and Zoning Board of Appeals meetings, as needed. Provides general administrative, technical, and advisory assistance to each.
- Conduct site inspections.
- Prioritizes participation in regional efforts to maximize fiscal benefits for Town programs and initiatives.
- Coordinates accurate record keeping with clerical staff and Town Clerk as appropriate
- Regularly exercises professional expertise, critical thinking judgment and initiative in determining courses of action
- Performs similar or related work as required and assigned.

***Working Conditions and Physical Demands:***

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

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. Work is performed both indoors and outdoors in varying degrees of weather conditions and terrain. Local travel is common and occasional regional travel is required. Attendance at meetings regularly held on weeknights and occasionally on weekends is required and will be split with the Planning Director. Work attire appropriate to the daily schedule (field work, office, and meetings).

Tasks require the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 25 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools typically found in an office environment and/or materials used in performing essential functions.

## **SUPERVISION**

### ***Scope and Judgment:***

Performs varied duties requiring a thorough knowledge of divisional operations and the exercise of judgment and initiative in completing tasks, particularly in situations clearly defined by precedent or established procedures. Employee is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring employee to approach workload with flexibility.

### ***Supervision Received:***

Works under the general direction and supervision of the Executive Director of Municipal Services and Planning Director, working directly with the Conservation Commission, and in accordance with applicable state and local laws and regulations.

### ***Supervision Given:***

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

## **QUALIFICATIONS**

### ***Education, Training, Experience:***

Bachelor's Degree in environmental science, urban or community planning, public administration or related field or minimum three years administering Mass Wetlands Protection laws and regulations, or any equivalent combination of education and experience required.

At least one (1) year of Conservation experience or MACC Fundamentals Certification required; AICP, GIS and similar professional licenses and certifications preferred.

### ***Knowledge, Ability and Skill:***

**Knowledge:** Working knowledge of Massachusetts and federal laws/regulations that govern planning, development, control, zoning, and have a familiarity with relevant case law. Working knowledge of local, state and federal wetlands and environmental protection laws and regulations. Familiarity with the science, strategies and initiatives addressing climate change. High level of familiarity with principles and practices of natural resource conservation, ecology, land management, land development, erosion control methods, and zoning.

**Ability:** Ability to research and write grants for initiatives related to the Conservation Commission and the Town's environmental management goals. Ability to understand and read site plans and construction/engineering documents. Ability to prioritize work with multiple projects simultaneously, organize time, work independently and accomplish tasks within deadlines, despite frequent interruptions. Ability to deal effectively and tactfully with the public.

Ability to maintain confidential information. Ability to draft complex agreements and proposals. Ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow. Ability to develop and maintain productive interpersonal relationships and work collaboratively across professional and departmental boundaries within and between organizations. Ability to instruct and supervise.

*Skill:* Detail oriented; strong organizational, written, oral communication, critical thinking and problem-solving skills. Excellent research and analysis skills. Demonstrates flexibility to perform special projects and other related duties as required, directed, or as the situation dictates. Maintains confidentiality of information. Proficient in the use of personal computers and applications, including Microsoft Office Suite (Word, PowerPoint and Excel), Adobe and GIS. Excellent customer service skills. Superior record keeping skills.

*The duties listed above 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. This position description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the Town and requirements of the position change.*