**CONSERVATION AGENT**

**Basic Function**

The Conservation Agent is responsible for and performs administrative and technical duties, including site inspection work, in coordination with and under the authority of the Conservation Commission and all other related work that is logical to the position.

**Essential Duties and Responsibilities:**

*The essential duties and responsibilities listed include the minimum requirements for the position. The position also includes other duties as discussed in the Additional Duties section below.*

Review filings for compliance with administrative requirements of the Wetlands Protection Act, 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 of wetlands regulatory requirements.

Manage the processing of 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 Conservation Commission hearings (e.g. ensuring that relevant documents are available for review, minutes are being kept, etc.).

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

Schedule Commission meetings and ensure hearing notices are posted; prepare agendas based on filings and requests to 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 materials.

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

Respond to inquiries from the general public relative to Commission procedures and operations.

Draft reports, correspondence and other written material for the Commission’s review.

Review and evaluate wetlands filings for conformity to federal, state and local regulations and advise the Commission on the following: resource designation, storm water management; pollution prevention; erosion control; wildlife and wildlife habitat preservation; agriculture preservation; groundwater protection; natural feature and resource protection.

Participate in site visits on properties with wetlands filings and provide assessment of key issues regarding values and interests that might be affected by the proposed work and project compliance with performance standards of the Wetlands Protection Act.

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

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.

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

Work on special projects for the Commission as assigned.

Attend relevant trainings to stay current in the field of conservation and Conservation Commission activities.

Work with the Commission to develop environmental information for the public.

Use of all equipment, knowledge and ability to complete all tasks required to professionally perform municipal Conservation Agent position.

Contribute to a mutually supportive teamwork environmental within the department, with residents and vendors, and in interactions with all town departments.

**Additional Duties**

*The position includes additional duties that are a natural progression from that position’s essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.*

**Supervision**

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

Performs responsible duties requiring a thorough knowledge of Conservation Commission operations and the exercise of independent judgment to make decisions concerning daily operations and the administration of the policies, goals, regulations, and statutory requirements related to the administration and operation of the Conservation Commission Office.

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

**Work 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, including attendance at construction sites, which may include walking and climbing over uneven terrain, exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, noise and other associated field conditions.

Must drive self or have transport to and from field sites.

Workload is subject to seasonal fluctuations. Regular schedule includes one evening meeting per month and weekly daytime and/or evening public office hours. Occasional additional evening and weekend hours may be needed to accommodate project and meeting schedules.

The employee has ongoing contact with the public, town departments, lawyers, appraisers, contractors and developers, vendors, financial institutions and state agencies that require diplomacy, patience and courtesy. Employee communicates by telephone, in person and in writing.

The employee has access to town-wide confidential information subject to non-disclosure or limited disclosure pursuant to statutory prescript.

Errors could result in monetary loss, delay or loss of service, and legal or financial repercussions.

**Essential Qualifications**

Associate degree (Bachelor’s degree preferred) in environmental science, conservation biology, or related field and two years’ experience in wetlands management, land conservation, or related field or any equivalent combination of education and experience that enables performance of all aspects of the position.

General knowledge of the statutes and regulations applicable to the jurisdiction of Conservation Commissions.

Working knowledge of the principles and practices of wetlands management. Technical aptitude for working independently with computers, GIS and GPS mapping. Skills in general office procedures including computer spreadsheets and word processing. Ability to communicate clearly in written, oral, and graphic form and to organize Commission activities effectively.

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 within 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 extra hours during peak times; attendance as required at evening or special meetings of the Commission, including attendance as required at occasional weekends and evenings.

Valid driver’s license.

Must be a Notary Public or be eligible to become one.

**Physical Requirements**

*Physical Requirements are listed for informational purposes. Applicants may be requested to demonstrate the ability to perform the essential duties of the position during the application process.*

Frequent sitting, talking, walking, climbing over uneven terrain, and mental concentration for prolonged periods required; frequent use of hands and fingers in operating various office equipment; occasionally required to lift, push, and/or move objects, books, or files of up to 40 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. Vision requirements include the ability to read routine and complex documents and to use a computer.

Must be able to communicate and be understood clearly.

*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.*