

TOWN OF NORTHBOROUGH
JOB DESCRIPTION

JOB TITLE:	Conservation Agent	DATE:	March 2012
DEPARTMENT:	Engineering	GRADE:	C
REPORTS TO:	Town Engineer		

SUMMARY

Responsible for technical and administrative work coordinating the activities of the Conservation Commission and enforcing all federal, State and local conservation laws and regulations.

ESSENTIAL FUNCTIONS

Advise and provide guidance to the public about the applicability of the Massachusetts Wetlands Protection Act in conjunction with land development. Determines wetland resources area boundaries associated with a particular property.

Review Notices of Intent and other filings and associated documents for accuracy, completeness and compliance with laws and regulations.

Conduct technical review of applications made to the Conservation Commission pursuant to the Massachusetts Wetlands Protection Act, including field inspection. Prepare relevant forms/reports and evaluate findings and submit recommendations to the Commission.

Respond to complaints; investigate potential violations and take/recommend appropriate action. Report violations of the Wetlands Protection Act and issue enforcement orders.

Advise the Conservation Commission of the impact of particular proposals on the Town's natural resources, in particular the wetland resource areas.

Attend all public meetings of the Conservation Commission.

Conduct technical review of other permit applications, such as building permits, septic permits, site plan approval, subdivision applications, zoning board variances.

Consult with Town departments, officials, engineers, construction staff, citizen groups and the general public regarding conservation and regulatory issues.

Pursue grant opportunities; apply for grants and administer grants at the direction of the Town Engineer.

Prepare maps using computer-aided design software and the Town's Geographical Information System (GIS).

MANAGEMENT RESPONSIBILITIES

Reviews and coordinates the work of contractors in the field.

SECONDARY RESPONSIBILITIES

- May assist in compiling data and interpreting figures for development of the department's budgets and reports.

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- Keeps current with technology and regulation changes.

Performs other position-related duties, as assigned.

QUALIFICATIONS

Minimum Training and Experience

Requires a minimum of a Bachelor's degree in environmental science, natural resources or related field and 3 to 5 years' job-related experience; or any equivalent combination of education and experience.

Minimum Knowledge, Skills and Abilities

Effective customer service and communication skills are required to address a wide-ranging public audience. Requires the ability to enforce and interpret regulations firmly, tactfully and impartially. Contacts require courtesy, and tact to resolve issues.

Requires skill in the reading and interpreting of engineering plans and drawings. Computer skills are needed for word processing, spreadsheets, and databases. Computer-aided design and computer mapping skills are preferable.

Requires valid Class D Motor Vehicle License.

Knowledge Proficiency

In order to be considered proficient in the position, the employee must demonstrate:

- thorough knowledge of the Wetlands Protection Act and federal, State and local environmental regulations,
- knowledge of biology, hydrology and geology and the principles of environmental management,
- working knowledge of soil and plant types and their functions and the ability to verify wetland boundaries as described in the Massachusetts Wetlands Protection Act Regulations,
- thorough knowledge of department specific software applications, e.g., geographic information systems, computer aided design, Microsoft Office

Tools and Equipment Used

The employee is required to use a personal computer and general office equipment, and various field equipment including a shovel, soil sample auger, Munsell or similar color charts and digital camera. A Class D motor vehicle is used for field visits and inspections.

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is required to sit, talk, hear, stand and walk. Work performed in the field requires the employee to stand, walk, and climb over uneven terrain, thick woods or wet areas. The employee must occasionally lift and/or move up to 30 pounds.

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The employee must have good vision to view/develop/use maps, blueprints, instrumentation, and detailed reports for analytical purposes. Requires manual dexterity in combination with eye-hand coordination for operation of equipment, and the preparation of drawings.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. Work is performed in an office setting with foot traffic and outdoors in the field where there may be exposure to loud noise, weather extremes, uneven terrain and work may be performed near moving mechanical parts and fumes.