

**TOWN OF SHREWSBURY
Position Description**

Position Title: Conservation Agent Department: Public Works

Reports To: Division Manager - Town Engineer Date: May 2022

GENERAL SUMMARY:

Under the administrative direction of the Division Manager – Town Engineer and the policies of the Conservation Commission, provides support, coordination, and professional management for the Conservation Commission in carrying out its mandate and its mission to protect the town’s natural resources, including its biodiversity, unique natural areas, wetlands, and other resources. The Agent shall also act as the staff liaison between the Commission and other town departments and boards.

ESSENTIAL JOB FUNCTIONS*:

The essential functions or duties listed below 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.

- Review and process wetlands applications and permits.
- Answers questions from the general public, landowners, attorneys, engineers, builders, surveyors, and other boards and commissions.
- Advise and provide guidance to the public about the applicability of the Massachusetts Wetlands Protection Act in conjunction with land development.
- Acts as a liaison between the Commission and other Town departments, town legal counsel, and outside organizations.
- Develops agenda and schedules appointments for the Commission meetings in cooperation with the Chair. Schedules public hearings for the Wetland Protection Act. Prepare and send all legal notices to the newspaper; mails notice to all concerned parties in accordance with statutory requirements; post notices of all Board meetings; prepare all materials for meetings.
- Work schedule is largely during business hours, but also includes attendance at one Conservation Commission night meeting per month, and as needed.
- Conducting site inspections and field investigations related to complaints, applications, and/or enforcement of Conservation Commission decisions.
- Performs field inspections to monitor construction progress and to ensure compliance with Orders of Condition, Emergency Certificates, and Enforcement Orders.

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Shrewsbury, Massachusetts
Conservation Agent

- Planning, supervising, and overseeing the maintenance and use of Conservation lands.
- Represents the Commission to the general public in a variety of public venues.
- Maintain detailed recordkeeping processes, provide excellent customer service skills, and maintain a professional demeanor in an environment with continually changing priorities are required.
- Provide input and support to applications under the Town's Storm Water Bylaw.
- Willingness to be flexible, prioritize tasks and work independently.
- Performs all other similar or related work as directed.

PREPARATION, SKILL, KNOWLEDGE & ABILITIES:

EDUCATION & EXPERIENCE:

Bachelor's Degree in Environmental Science, Conservation Biology, Ecology or a related field; minimum one to three years of related professional experience; experience in implementing, administering and enforcing the Wetlands Protection Act; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities. Valid motor vehicle operator's license.

KNOWLEDGE, SKILLS & ABILITIES:

Working Knowledge of the principles and practices of wetlands identification and management.

Thorough knowledge of the Wetlands Protection Act.

Knowledge of the applicable provision of Massachusetts General Laws concerning Conservation Commission operations.

Knowledge of wetland plants and soil identification.

Knowledge of erosion and sedimentation control Best Management Practices and Low Impact Development techniques.

Good working knowledge of office practices and procedures, forms, bookkeeping techniques, equipment, computer systems, and technology.

Ability to learn and utilize specialized software packages.

Ability to analyze problems, prepare reports and formulate recommendations concerning department operations.

Ability to interpret and communicate regulations firmly and tactfully.

Ability to read, understand, and interpret technical specifications, construction plans, and storm water calculations.

Ability to work effectively under time constraints to meet deadlines.

Ability to use independent judgement to make decisions and recommendations

Ability to exercise caution and good judgment when in the field.

Ability to influence and use negotiation skills to resolve problems

Ability to communicate in a courteous and respectful manner at all times.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Approximately one-half of work is performed under typical office conditions; attend evening meetings as needed. Site inspection work is performed out of doors with exposure to inclement weather, extreme heat, and cold, as well as the hazards associated with construction sites, woods, and wetlands. Works alone in the field. May be required to attend professional development seminars.

Operates computer and general office equipment, digital camera, and GPS.

Work requires frequent contact with other Town departments/boards/committees, State and Federal agencies, Town Counsel, developers, construction contractors, engineers, and real estate agents; has regular contact with the public.

Errors could result in reduced levels of service, confusion, and delay, adverse public relations, and have legal and financial repercussions.

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.

***External and internal applicants, as well as position incumbents who become disabled, as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approval

Date

05/2022