



## PLANNING AND CONSERVATION DEPARTMENT CONSERVATION AGENT

**Unit:** Non Union

**Status:** Exempt

**Reporting To:** Planning and Conservation Director

**Base Wages:** MS-7, \$55,293/annual to \$69,969/annual

**Hours:** Town Hall hours, 8:30AM to 4:30PM M-F. Required to be available after-hours for meetings and other needs of the Town.

**Application Deadline: Open Until Filled.**

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### DEFINITION

Professional staff work assisting and advising the Conservation Commission and Director of Planning and Conservation in interpreting and enforcing the Massachusetts Wetlands Protection Act and related local regulations; administrative support and field inspections; preparation of Orders of Conditions and related documents; community outreach and education; and all other related work as required.

### ESSENTIAL FUNCTIONS

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Provides staff level support to the Conservation Commission, Department of Planning and Conservation, and other departments; receives applications, advises applicants as to the process, develops agendas, agenda materials and supporting documentation; provides technical support and makes recommendations to the Commission. Attends all Commission meetings.
- Writes, in accordance with the vote of the Commission, Orders of Conditions, Determinations, and Certificates of Compliance, and presents them to the Commission for approval.
- On behalf of the Commission inspects work sites; In accordance with Commission votes, issues enforcement orders and determines compliance.
- Ensures that the Commission complies with deadlines and other requirements of the Wetlands Protection Act.
- Assists in the planning and implementation of all conservation land acquisition and management programs.
- Act as liaison with other town departments, boards and the general public.
- Provides information and technical assistance to the general public and other departments; for example, Public Works and Inspectional Services on conservation issues and regulations, and open space.
- Assists in reviewing comprehensive permit and other applications to Boards and Committees with regard to wetland impacts.
- Provides information to the public and other municipal departments and agencies regarding the location of wetland resource areas, their functions, and their regulations.
- Organizes and coordinates community events and activities related to conservation.
- Performs similar or related work as required or as situation dictates.

### SUPERVISION RECEIVED

Under the general direction of the Director of Planning and Conservation, employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly.

Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems, or changes in procedures are discussed with the Director.

## **JUDGMENT**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

## **COMPLEXITY**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. The work involves the evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

## **NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, private enterprises, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

## **CONFIDENTIALITY**

Employee has access to some confidential and sensitive information in the performance of their duties

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in environmental science, Geology, Hydrology, Botany or a closely related field; and, and 3 to 5 years of closely related experience; or any equivalent combination of education, training and experience.

## **KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge: Extensive knowledge of the Massachusetts Wetlands Protection Act and related local, state and federal laws and regulations including, but not limited to, MEPA, NPDES, and Sections 401 and 404 of the Clean Water Act. General knowledge of the Open Meeting Law, Public Records Act and procurement policy.

Abilities: Ability to deal tactfully and appropriately with peers, employees of the town, public officials, business and civic leaders, applicants, abutters, and the public. Ability to act under pressure, assertively and ethically, to resolve compliance issues. Ability to read and understand technical data and site plans. Ability to read, comprehend, and interpret rules, by-laws, and regulations; ability to read, comprehend and consistently apply the Wetlands Protection Act, case law, and related local, state and federal laws and regulations; ability to act under pressure, assertively and ethically, to resolve conflict; Ability to manage and complete projects independently and as a member of a team; ability to analyze divergent problems and formulate solutions and recommendations; Ability to effectively communicate verbally and in writing; ability to work evenings as needed to attend meetings, hearings, and public presentations.

Skills: Strong written and oral communication skills. Ability to identify and delineate wetland resource areas per local, state, and federal regulations. Skilled in the application of software commonly in use by the town for word processing, spreadsheets, presentations and mapping. Proficiency with GIS and in interpretation of aerial photography. Excellent presentation skills.

## **WORK ENVIRONMENT**

Administrative work is conducted in a typical office environment. Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. May be exposed to elements, but work can typically be rescheduled to avoid harsh elements.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

Administrative work is in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. When in the field, work requires agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There may be needing to stretch and reach to retrieve materials.

### **Motor Skills**

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, computers, handheld technology, and other office equipment.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes.

***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.***

**\*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.**

***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.***

EOE

### **To Apply:**

Submit resume, cover letter and completed application to:

Town Manager's Office  
Attn: Kerry Colburn-Dion  
Assistant Town Manager/Director of Human Resources  
121 Glen Road  
Wilmington, MA 01887

or via email at:

[jobs@wilmingtonma.gov](mailto:jobs@wilmingtonma.gov)

If submitting by email please use "Position: Conservation Agent" in the subject line. Resume, cover letter and completed application may be attached as a PDF to the email. Please note, we will not reformat or fix formatting issues if sending electronically in a file type other than PDF.