



James J. Ryan
Chief Aide/Human Resources

Town of Salisbury

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Salisbury, Massachusetts 01952

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CONSERVATION AGENT

POSITION OVERVIEW

POSITION: Conservation Agent

DEPARTMENT: Planning and Development

HOURS OF WORK: 37.5 Hours Weekly

CLASSIFICATION: Full-Time, Union Position

COMPENSATION: \$57,000-\$67,000 depending on qualifications, generous benefits package

The Conservation Agent works as the technical advisor in assisting the Conservation Commission and the Planning and Development Director as it relates to environmental issues. This person is responsible for the administration and enforcement of the Wetlands Protection Act and applicable regulations along with any town by-laws. The Conservation Agent serves as the liaison to the Conservation Commission, accepts permit applications, assists applicants, provides information, and serves on various committees as needed. This position also conducts field work as it relates to developments around town, monitors on-going projects, and investigates potential enforcement issues. This position is also required to attend evening and off-hours Conservation Commission meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the day-to-day administration and enforcement of various environmentally related functions including, but not limited to, the following:

- Responsible for administering and enforcing the Massachusetts Wetlands Protection Act (Act), applicable regulations, and town by-laws.
- Drafts decisions and other regulatory documentation in support of the Act for the Commission's review and approval. Submission and dissemination of decisions according to the Act.
- Attends and participates in appeals of Conservation Commission related cases.
- Prepares and becomes knowledgeable about all items on the Conservation Commission agenda.
- Prepares all documents, drafts, and decision letters for the commission.
- Advises the commission about the history of projects and on problems pertaining to projects.
- Reviews applications for basic information, fees that need to be paid, and other information that is important for compliance.
- Serves as Community Rating System Coordinator, completing yearly tasks and preparing all required documentation for maintaining good standing in the program.
- Provides assistance to residents, property owners, and business professionals with the process of filing applications.
- Communicates and works directly with property owners through face-to-face contact, telephone, written correspondence, and e-mail.
- Understands, interprets, and uses various maps, aerial photography, and other information in assisting property owners and applicants in the town.
- Attends and organizes pre-construction meetings with various parties prior to Conservation Commission meetings to go over applications and address any issues with applications.
- Works with other Town staff regularly to coordinate applicant requirements so that the application process runs smoothly and efficiently.
- Responsible for coordinating with the town's peer reviewers.

- Assists with town projects as necessary when they involve environmental matters.
- Maintains familiarity with other State and Federal regulations as they pertain to the Commission's jurisdiction as well as pertinent Town projects.
- Participates in MEMA's Coastal Storm Team and survey's damage after storms.
- Attends meetings on state and regional initiatives or projects as they come up.
- Assists in application, submission, and administration of grants when they pertain to environmental matters.
- Drafts bylaws, policies, and regulatory ordinances as necessary.
- Serves as GIS Administrator and maintains GIS as needed.
- Assists with project monitoring and identification of future projects and development of conservation programs for implementation.
- Communicates with federal, state, and local agency personnel involved in similar work to coordinate tasks and avoid duplication of efforts.
- Participates in office meetings with town staff, commission members, and other agencies to coordinate work and prioritize where technical assistance will be provided.
- Attends evening Conservation Commission meetings twice per month. Additional meetings may be necessary outside of regular office hours.
- Performs other duties as assigned by the Planning Director.

SUPERVISION

The Conservation Agent reports directly to the Planning Director and in the Directors absence, the Town Manager or his/her designee.

MINIMUM QUALIFICATIONS

To be considered for this position, applicants must have at a minimum the following:

- A bachelor's degree in environmental science or a related natural science or four years of full time experience in a related field.
- Minimum of three years of full time experience working in a similar position.
- Experience with all Microsoft Office applications.
- Exceptional oral and written skills.
- Ability to learn new software as needed.
- Ability to adapt and prioritize work with frequent interruptions.
- Must have a reliable means of transportation and be willing to travel frequently.
- Must be able to work in all weather conditions.
- Must be able to attend multiple monthly night meetings and meetings outside of normal working hours.
- Must have strong interpersonal skills and be able to handle conflict and remain objective.

DESIRED QUALITIES AND QUALIFICATIONS

Applicants will gain special consideration if they have the following qualities or qualifications:

- Master's degree in an environmental science or related natural sciences discipline.
- Full time experience as a Massachusetts Conservation Agent with a municipality.
- Certified Wetland Scientist or equivalent membership in wetland professional associations.
- Proven ability to creatively problem solve conservation related issues.
- Experience with wetlands and/or water resource permitting, wetland delineation, soils analysis, coastal processes, or storm water management.
- Experience applying for and managing grants.
- Experience using GIS to identify wetlands and create maps.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work environment is that similar to an office environment and includes varying levels of noise from visitors, telephones, office equipment, and computers. Must be able to use computers, telephones, and other office equipment as required. Must be able to perform this job through regular interruptions in workflow. Environment includes

interacting with co-workers, other town employees, residents, contractors and interest groups. Work environment also includes the ability to traverse uneven terrain and the ability to work outside in all types of weather that is common to the New England Region. Must be comfortable visiting construction sites. Standing, walking, bending, crouching, seeing, hearing, talking, carrying, climbing and the ability to lift 20lbs is required.

Reasonable accommodations may be made to help individuals with disabilities to perform the essential functions.

Please send your cover letter and resume to jryan@salisburyma.gov or by mail to the below address:

**James Ryan
Human Resources
5 Beach Road
Salisbury, MA 01952**

POSITION OPEN UNTIL FILLED.

The Town of Salisbury is an EEO/ADA Employer