Town of Acton
Conservation Agent/Environmental Planner
Division of Natural Resources
October 19th, 2021

The Town of Acton is seeking applicants for a full-time, benefitted Conservation Agent/Environmental Planner. The incumbent will assist with environmental efforts for the town including the enforcement of the Massachusetts Wetlands Protection Act; will participate in creating plans for the town conservation and open space projects and working closely with the Acton Conservation Commission. The incumbent will work on special projects, obtaining permits, writing grants, and creating documentation for maps, education programs, and pamphlets for the town’s conservation and environmental areas.

General Duties and Responsibilities:

- Provide technical and administrative support for the Natural Resources and Planning Divisions of the Land Use Department in relation to conservation and environmental planning
- Enforce the Massachusetts Wetlands Protection Act; including site visits and inspections to ensure new builds and current locations are in compliance with the Act and laws
- Create and assist with planning efforts for town conservation projects
- Work closely with the administrative staff to prepare Conservation Commission agendas, coordinate site walks for applicants, and review and publish minutes
- Work on special projects, write grants, permits, and create documentation for the town's conservation and environmental areas
- Act as liaison for town and citizens on environmental efforts with regional, state, and federal and non-profit agencies
- Provide technical assistance to the Open Space Committee, Agricultural Commission, and other committees as assigned
- Keep detailed records and reports of all inspections, meetings, and projects

Minimum Entrance Requirements: Bachelor’s Degree in Environmental Science or related field, with at least two (2) years of experience in wetlands protection through understanding of Massachusetts Wetland Protection Act, land conservation, land use or municipal planning, environmental planning, or in a related field or any equivalent combination of education and experience.

Preferred Qualifications: Experience working with the Massachusetts Wetlands Protection Act. Proficiency in Microsoft Office Suite. Strong working knowledge of Geographic Information Systems and ability to read and interpret plans. General working knowledge of municipal terms, rules, and regulations. Experience in community planning; writing grants and permits; conduction of inspections.

Special Requirements: Valid driver’s license. Required to visit sites for regular inspections. Availability for evening meetings.

Pay Rate: Starting range: $77,377 - $87,089/year

Applications: Submit resume and cover letter to Human Resources at jobs@actonma.gov
Deadline: First consideration being given to applications received by November 15th, 2021

Acton is an Equal Opportunity Employer