



## CONSERVATION ADMINISTRATOR CODE ENFORCEMENT DEPARTMENT

The Town of Bedford is seeking a full-time (40hrs/week) Conservation Administrator to plan, organize, direct, supervise and administer a comprehensive program for the protection of Bedford's natural resources, in accordance with State and Local statutes. Primary duties include, but are not limited to: Processing wetlands applications and permits, conducting site inspections and field investigations related to complaints, applications and/or enforcement of Conservation Commission decisions; assisting applicants with permit preparation related to wetland regulatory issues; planning, supervising and overseeing the maintenance and use of Conservation lands; administering the activities of the Conservation office; preparing for and attending a minimum of two Conservation Commission night meetings per month.

Candidate must possess

- A bachelors degree in Environmental science or related field
- 3 years of experience in wetland-related work including field work
- Extensive knowledge MA Wetlands Regulations and permitting process. Professional certification as a Wetland Scientist is helpful
- Knowledge of municipal GIS is strongly recommended and general experience with personal computers and Microsoft office programs
- Excellent writing, proofreading, and editing skills
- Working knowledge of biology/natural sciences, wetland botany, hydrology, and land use law
- Excellent writing, proofreading, and editing skills
- Ability to multi-task, excellent customer service and organizational skills, as well as a high attention to detail are essential
- Experience in a municipal setting is desirable

The starting salary range is \$68,796 to \$83,000 depending upon experience. The Town of Bedford offers a generous and comprehensive benefits package.

Application for employment may be downloaded on the Town's website and the position will remain open until filled: <https://www.bedfordma.gov/human-resources>

Applications may be mailed to:

Colleen Doyle, Assistant Town Manager for Human Resources and Administration

by email: [humanresources@bedfordma.gov](mailto:humanresources@bedfordma.gov)

Mail: Town of Bedford  
10 Mudge Way  
Bedford, MA 01730

or fax by to (781) 275-6310

**The Town of Bedford is an Affirmative Action/Equal Employment Opportunity Employer**