

CITY OF GLOUCESTER
Job Description

Title: Conservation Agent
Department: Community Development
Supervisor: Planning Director
Grade: M-4
Union: GMAA
Civil Service: Provisional

Responsibilities:

- Primary responsibility is the administration and enforcement of the provisions of the Massachusetts Wetland Protect Act, local Gloucester Wetland Ordinance and other environmental programs.
- Provides staff support to the Conservation Commission and its associated permitting processes.
- Performs a variety of complex and responsible duties requiring considerable judgment, initiative and independent decision making in the application of environmental protection regulation and state laws.
- Assures compliance with legal requirements including postings, decision timeframes, minutes and other records.
- Participates in long range environmental planning for the Community Development Department including goals and strategies identified in the Community Development Plan and Open Space and Recreation Plan, and other duties as assigned.

Duties:

- Reviews Notices of Intent/other filings and associated documents for accuracy, completeness and compliance with the law and regulations. Ensures filing fees are calculated correctly.
- Schedules meetings/hearings; processes and distributes forms and materials via electronic sharing.
- Arranges and conducts, along with Commissioners, on-site inspections related to filings, permit compliance monitoring, and violations. Prepares relevant forms/reports.
- Assures or conducts review of field delineations, sensitive areas, presence of rare species etc. Engages, with Commission approval, technical expertise/consultants as needed.
- Processes forms; evaluates findings; submits recommendations to the Commission; drafts permits with associated conditions and other documents.
- Monitors construction to ensure compliance with permits.
- Assures Commission participation in DEP and court appeals. At direction of Commission consults with city solicitor and assists in the preparation of testimony and other documents.
- Responds to complaints, investigates potential violations and takes/recommends appropriate action/remediation.
- Maintains case files and materials including computer database; builds solid case record.
- Participates in writing/passing/amending the wetlands ordinance/associated regulations.
- Manages Commission office within the Office of the Community Development Department and maintains regular office hours.
- Serves as an information resource, researches issues, provides data.
- Working within a team, develops strategies to assist private citizens and developers through the permitting process, through public presentations and written correspondence, communicates environmental regulations to boards and citizens.
- Works cooperatively with various City Departments in delineating wetlands to assist other staff responsible for assessing drainage and wastewater issues.

- Administers National Flood Insurance program for the City; ensures compliance with federal regulations and disseminates information as needed.
- Researches environmental standards for new types of projects, i.e. more effective ways to replicate wetlands, appropriate dredging techniques, flood control techniques and storm water management. Prepares reports and recommendations as required.
- Proof reads decisions and documents to be issued.
- Addresses miscellaneous inquiries and complaints and prepares written reports on same.
- Assists with the Environmental Restoration and Protection Projects in cooperation with National Oceanic and Atmospheric Administration-National Marine Fisheries Service, Coastal Zone Management, Division of Marine Fisheries and other state, federal and non-profit organizations.
- Attends all regular evening meeting of the Conservation Commission on the 1st and 3rd Wednesdays of each month.

Qualifications:

- Bachelor's degree in environmental sciences or related field, plus 1-3 years of related experience. An equivalent combination of education and experience in environmental protection, which demonstrates the required knowledge, skills, and abilities may substitute for the above.
- Ability to read and understand the Massachusetts Wetlands Protection Act, its Regulations 310 CMR 10.00, the Gloucester Wetlands Ordinance and any other relevant environmental regulations or guidance documents as may be required.
- Experience in the identification/delineation of inland and coastal wetland resources and hydric soils desired.
- Experience interpreting FEMA Flood Insurance Rate Maps preferred.
- Ability to read building plans and maps.
- Ability to work effectively and cooperatively with City Department staff, City Officials, government agencies, the general public, attorneys, engineers, consultants, and project applicants.
- Demonstrated skills in customer service.
- Ability to work cooperatively within a team setting.
- Working knowledge of Microsoft Word, Excel and PowerPoint.
- Valid Massachusetts Driver's License required.

Instructions for applying can be found on the Gloucester website -Personnel Dept. - Employment Opportunities