PART-TIME CONSERVATION AGENT

The Essex Conservation Commission is looking for a part-time Conservation Agent. The position would be on an “as needed” basis (total of 286 hours/year) and could include, but not be limited to, the following:

1. Review building permit applications and advise applicants if filing is necessary. Sign off on building permit applications that are outside Commission jurisdiction.
2. Conduct site inspections.
3. Assist the Administrative Clerk with the writing of Orders of Conditions and Determinations.
4. Follow up on miscellaneous inquiries and/or complaints and conduct investigations. Agent will be delegated with the authority to issue emergency Enforcement Orders, if deemed necessary.
5. Follow up and monitoring of current Orders of Condition and Enforcement Orders.
6. Attend Conservation Commission meetings as scheduled.
7. Be available for specific in-house projects as determined by the Commission.

This is a partial description of the work which will be required. A complete description of the position is available from the Commission’s Administrative Clerk or the Town Administrator during regular business hours. Hourly rate will be $24.38 to $34.81 and will be based on qualifications and experience. The Commission will reimburse the Agent for mileage in connection with site visits at then current IRS rate.

Candidates should have strong written and oral communication skills, working knowledge of the Wetlands Protection Act and related regulations and wetland delineation experience; working knowledge of open space and conservation land management; a minimum of 3 years work experience in environmental science or related area; and a Bachelor’s Degree in Environmental Science or related field or equivalent work experience. The abilities to enforce regulations tactfully and impartially, to interact appropriately with the general public and other town departments are also required.

If you are interested in applying for this position, please forward a resume and/letter outlining your qualifications and availability to Deborah Cunningham, Administrative Clerk by email or mail to the addresses above.