



Town of Needham Planning and Community Development Job Posting

Title: Conservation Specialist
Position: Full-time
Hourly Salary Range: \$26.67 - \$33.45

The Town of Needham is seeking a hard-working and dedicated individual to fill the position of **Conservation Specialist**. Under the general supervision of the Director of Planning and Community Development and direct supervision of the Director of Conservation, the core responsibilities of this position are to provide dedicated, professional, administrative, and technical assistance to the Director of Conservation, Town and Conservation Commission in accordance with the MA Wetlands Protection Act (M.G.L. Chapter 131 Section 40) and the Needham Wetlands Protection Bylaw (Article 6), and their respective regulations, guidelines and policies.

Duties and Responsibilities (these duties are a general summary and not all inclusive):

- Assists the Director of Conservation with answering general conservation related inquiries by the public through scheduled drop-in hours, email, telephone and the civic plus website; advises applicants, developers, builders, realtors, citizens, property owners, and other municipal departments on the permit application policies and procedures related to the MA Wetlands Protection Act and the Town of Needham Wetlands Protection Bylaw
- Conducts preliminary GIS wetland map reviews of building permits and drafts demolition memorandums, and assists the Director of Conservation with drafting wetland permits and approvals for Conservation Commission review
- Facilitates material distribution to the Commission for each public hearing, attends two (2) evening Commission meetings per month, or as needed, and prepares draft and final Commission meeting minutes from meeting notes and meeting recording, in accordance with designated timeframes and procedures
- Prepares and coordinates legal requirements of both the MA Wetlands Protection Act and the Needham Wetlands Protection Bylaw regarding permit applications (i.e. legal ads, agenda postings, abutter notifications, permit issuance)
- In collaboration with the Director of Conservation, reviews permit applications for completeness and accuracy and drafts the corresponding application summaries
- Participates in or leads site inspections for a variety of functions including: the project review process, pre-construction meetings, and inspections for violations and enforcement actions
- Facilitates planning, acquisition, administration and management of conservation lands, including the Ridge Hill Reservation Ecological Management Plan and the Town's Open Space Plan
- Assists in reviewing wetland delineations related to projects coming before the Commission and performing wetland delineations including associated documentation (MassDEP Bordering Vegetated Wetland Delineation Forms) for Town projects

Requirements:

To be considered for the position, applicants must have at least:

- Extensive professional knowledge of state environmental laws and regulations pertinent to conservation related topics
- Minimum of three (3) to five (5) years of related practical experience in conservation matters
- Bachelor's Degree in Natural Resources, or related field

Preferred Qualifications:

- Professional Wetland Scientist (PWS) or Wetland Professional in Training (WPIT) certification through the Society of Wetland Scientists (SWS)

How to Apply:

Please send your cover letter, resume, and Town of Needham Employment Application (<http://www.needhamma.gov/DocumentCenter/Home/View/766>) in any of the following ways:

Email: hr@needhamma.gov

Fax: 781-455-0165

Mail: Human Resources Department, 1471 Highland Avenue, Needham, MA 02492

Applications will be accepted until 5:00 p.m. on **Friday, January 25, 2019.**

The Town of Needham is an Affirmative Action/Equal Opportunity Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.