Position Title: Assistant Environmental Planner
Department: Planning
Grade: S8
Starting Salary: $54,118

Purpose: Assist the Chief Environmental Planner in implementation of the Wetlands Protection Act, land management, and long-range environmental planning initiatives.
- Assist with Wetland Protection Act implementation
- Assist with administrative obligations
- Assist with management of over 300 acres of Conservation Commission-owned land
- Assist with special projects as they arise (e.g., open space planning, policy changes, climate action, trails, and advocacy efforts)
- Apply technical knowledge to address questions by residents, contractors, public officials or City staff

Minimum Entrance Qualifications
- **Education, Training and Experience:** Bachelor’s degree (B.A. or B.S.) from four-year college or university with studies in geography, biology, environmental studies, geology, city planning or related field; plus 1 or more years related experience. Working knowledge of Massachusetts municipal government and the Massachusetts Wetlands Protection Act and regulations is preferred. Applicant must be comfortable working with engineered plans and topographic maps, botany and wildlife, and office software, and GIS. The applicant must have a valid driver’s license.
- **Interpersonal Skills:** A strong commitment to public service and problem-solving is essential. The applicant must have the ability to work effectively with diverse personalities under various levels of urgency. Tact and diplomacy are required at all times. Adaptability and flexibility are essential.
- **Communication Skills:** The applicant must be fluent in English. Excellent oral and written communication skills are essential. The applicant must be able to present information clearly in small and larger groups of professionals and members of the public.
- **Reasoning and Organizational Abilities:** The applicant must have excellent organizational and time management skills. The applicant must have the ability and determination to solve problems involving clearly prescribed standardized practices.
- **Physical Demands:** The applicant must be able to hear and use hands to operate equipment and see to read routine and complex documents and use a computer. The applicant must be willing and able to:
  - Drive to sites throughout the City
  - Walk in the woods (on-trail and off-trail) and in active construction sites
  - Carry and utilize field supplies such as field guides, cameras, GPSs, etc.
- **Work Environment:** The applicant must be willing and able to:
  - Work and outdoors in all weather.
  - Work in a shared office space with little to moderate noise at most times.
  - Operate computer, printer, copier, calculator, telephone and standard office equipment.
  - Have frequent contact with residents, applicants, contractors, attorneys, and consultants.
  - Have frequent contact with other departments, employees, and vendors/service providers.
  - Have access to department-level confidential information, which requires the application of appropriate judgment, discretion and professional office protocols.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.