

OFFICE OF HUMAN RESOURCES
TOWN OF NORWELL
 345 Main Street, Norwell, MA 02061
 TEL: 781-659-8060 Email: bchilds@townofnorwell.net
 617-592-5632 mwahl@isdsi.com

PUBLIC JOB POSTING FOR FULL-TIME POSITION OF CONSERVATION AGENT – IMMEDIATE OPENING

September 9, 2020

Position: Conservation Agent	Department: Conservation	Affiliation: SEIU 888 Union	SEIU 888 Grade: 12	FLSA Status: Exempt
Reports To: Conservation Commission & Town Administrator			Benefits: Eligible	
Work Schedule: Monday/Tuesday:8am-4:15pm, Wednesday:8am-7:30pm, Thursday:8am-4pm, Friday:8am-Noon				
Work Week: 37.5 hours; additional hours are required to attend Commission evening meetings and other after-hours meetings.				
Salary Range: FY'21 wage schedule is currently being finalized. FY'20 schedule: Step 1 \$59,557 to Step 8 \$79,901				

APPLICATION PROCESS/DEADLINE

Interested individuals should submit a cover letter/email, resume, and Town of Norwell application (download [townofnorwell.net](https://www.townofnorwell.net) under Human Resources https://www.townofnorwell.net/sites/g/files/vyh1f1011/f/uploads/town_of_norwell_application_-_2018_rev.pdf). Email documents in a PDF format to bchilds@townofnorwell.net and copy mwahl@isdsi.com or by mail/in person to the Human Resources Office, 345 Main Street, Norwell, MA 02061.

Interested applicants are encouraged to apply immediately; the position is open until filled.

JOB SUMMARY

The Conservation Agent is responsible for the management and maintenance of town-owned conservation lands within the oversight of the Conservation Commission. Assists the Commission in the planning, acquisition, technical administration, and management of municipal Conservation land. Investigates, monitors, and makes recommendations to the Commission on matters involving wetland protection with the Town. Provides support, preparation, and participation at scheduled Commission meetings. Performs technical inspection and administrative work, including field visits, inspections of site work, drafting of Orders of Conditions, office administration, and project management. Ensures compliance with applicable federal, state, and local wetlands, stormwater management, and erosion control regulations, codes, and bylaws, issuing findings and recommendations.

SUPERVISION RECEIVED/GIVEN

The Conservation Agent works under the direction of the Conservation Commission and administrative direction of the Town Administrator. The position works independently in carrying out the majority of job functions. Supervises and directs the daily duties of the office's Administrative Secretary.

EDUCATION AND EXPERIENCE

Bachelor's or higher degree in and environmentally related field (i.e., Environmental Science, Environmental law, Wetland Science, Natural Resource Science); three to five years of work experience; or any equivalent combination of education and experience may be considered. Municipal experience desired. Experience with Massachusetts Wetlands Protection Act and stormwater management required.

SPECIAL REQUIREMENTS, LICENSURE, OR CERTIFICATION

Valid Massachusetts Driver's Class D License; at hire, and as a condition of continued employment.

KNOWLEDGE, SKILLS, AND ABILITIES

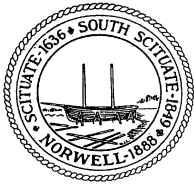
Knowledge: Knowledge of all federal and state conservation laws, the Massachusetts Wetlands Protection Act, Town zoning bylaws, subdivision rules, and regulations. Knowledge of stormwater management regulations and design principals. Knowledge of wetland plants, local flora and fauna, animal species, erosion control, and landscaping practices. Knowledge of hydric soil characteristics. Knowledge of federal and state programs that affect wetland protection and stormwater management. Knowledge of Conservation Commission administration. High level of proficiency with Microsoft Office (Excel, Word, and Outlook). Knowledge of, or ability to learn, People GIS software.

Skills: Excellent verbal and written communication skills; must deal tactfully and effectively with Commission, town officials, other departments, state and federal agencies, and the general public. Skills in research and reading design plans, hydrologic calculations, evaluation of proposed engineering solutions. Utilizes mathematical and financial management skills.

Abilities: Ability to identify wetlands, hydric soils, natural communicates, and wildlife. Ability to perform fieldwork, including evaluating engineering data, reading maps, plans, and topographical surveys. Proficient in wetlands identification and delineation. Ability to supervise staff, interact with the public, and work effectively with the Commission, the Town Administrator, and other departments. Ability to utilize a computer, software programs, and standard office equipment. Ability to organize and plan work, to identify goals and objectives, and work independently.

WORK ENVIRONMENT

Work is performed in an office environment and the field, with intermittent exposure to adverse weather conditions. Incumbent uses his/her vehicle for site inspections and is eligible for mileage reimbursement Site visits on construction sites require the use of a hard-hat. Work involves attendance at meetings in the evening and attendance at site meetings during the weekends or weeknights.



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Please visit the Office of Human Resources online at www.townofnorwell.net to download the job description with illustrations of the various types of work performed. Alternatively, the job description may also be requested in person or by phone to the Office of Human Resources.