

# TOWN OF NORWOOD

## EMPLOYMENT OPPORTUNITY



**Title:** Environmental Planner/Conservation Agent  
**Department:** Planning & Community Development, Norwood Town Hall  
**Status:** FLSA Non-Exempt, 40 hours per week, non-union position  
**Salary:** FY20, Grade N8, \$1,112.00 - \$1,178.77 weekly *salary range exceeds the hiring range*  
Additional 5% may be granted for candidates with related master's degree

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### General Summary:

#### **Essential Job Functions:\***

- Responsible for ensuring compliance with and enforcement of state and local environmental regulations and bylaws, oversees protection and management of conservation land, environmental and sustainability planning implementation of the Town's Open Space and Recreation Plan.
- Conducts and verifies wetlands delineations and other resource areas for the Conservation Commission.
- Drafts recommended set of actions for each project for the Conservation Commission and drafts and issues: Orders of Conditions; Determinations of Applicability; Orders of Resource Area Delineation; Extensions to Orders of Conditions; Amendments to Orders of Conditions: and Certificates of Compliance.
- May organize and attend site visits associated with Planning Board, Conservation Commission and Trails Committee and may coordinate with other related Town boards and officials.
- Schedule hearings, monitor statutory timelines, notify abutters, enforce orders of conditions, etc.
- Prepare and distribute agenda's, meeting notices, detailed meeting minutes, and attends all evening Conservation Commission meetings. Prepares grant proposals, pamphlets, maps, guidebooks and other environmental educational materials to encourage the understanding and appropriate use of conservation land and other natural resources.
- Provides assistance to and refers the public to the appropriate authorities regarding wetlands, flood plain, conservation, building permit, zoning enforcement and all land use issues.
- Reviews developmental and permit applications for administrative completeness and technical compliance with state and local Wetlands Protection Bylaws and regulations. Coordinate and oversee work of consultants.
- Provides technical and professional guidance to the general public, landowners, developers and public officials and unlimited technical advice and professional consultation with the Conservation Commission and other Town officials. Serves as a liaison and environmental expert to various Town committees such as the Trails and Sustainability Committee and community groups.

#### **Minimum Requirements:\***

Bachelor's degree in environmental science, urban, regional or community planning, public administration or related field; three years administering Massachusetts Wetlands Protection laws and regulations; or an equivalent combination of education and experience. GIS experience, experience in neighborhood-based or community planning, MACC and or/ AICP certification preferred.

Knowledge of the practices, processes and principles of municipal planning and permitting, including Massachusetts statutes governing land use and zoning, land conservation, and the Massachusetts River Protection Act and the Wetlands Protection Act. A working knowledge of standard office computer equipment and software.

*\*This posting is not meant to be inclusive of all job duties or qualification requirements. Complete job description is available by emailing the contact below.*

**Interested Town of Norwood employee candidates, meeting the qualifications and expectations as noted above, should submit a cover letter and resume to the email address listed below no later than Friday, July 10, 2020 at 4:00PM.**

***Please reference Requisition #2020-022 on all materials:***

**Molly Kean**  
**Human Resources Director**  
[jobs@norwoodma.gov](mailto:jobs@norwoodma.gov)