The Town of Uxbridge, MA seeks an energetic, flexible, results-oriented professional to perform a variety of administrative, technical, and professional work administering the Wetlands Protection Act and all other aspects of the Town’s conservation matters. Appointed by and working under the supervision and guidance of the Town Manager, this individual provides technical and administrative support to the Conservation Commission and serves as a liaison between the Town, developers, and the public, while promoting the best interests of the Town in matters of conservation and wetlands protection. The Conservation Agent participates in the development, implementation, and/or maintenance of local wetland bylaws, open space plans, land use plans, recreation plans and/or master plans and performs duties of a responsible nature involving substantial independent judgment in carrying out the policies of the Conservation Commission and Town Charter and bylaws.

Knowledge of Massachusetts Wetlands Protection Act and associated statutes and regulations is strongly preferred.

Salary range based on experience is $29.40-$42.00. This is a salaried position with 37.5 hours per week, with schedule to include a combination of office hours, field work and evening meetings. Send cover letter, resume, three professional references, and the Town of Uxbridge application to Human Resources at 21 S. Main St., Uxbridge, MA 01569 or email to hr@uxbridge-ma.gov with subject line: Conservation Agent. Position open until filled. Visit www.uxbridge-ma.gov for a complete job description. AA/EOE
NOTICE:

POSTED:  November 29, 2021

NOTICE:  Full-Time Job Opening

CLASSIFICATION:  Conservation Agent

GRADE:  N/A

DIVISION:  Conservation

REQUIREMENTS:  Per attached job description

SALARY RANGE:  $29.40/hr. - $42.00/hr.

ANTICIPATED START DATE:  Open until filled

APPOINTING AUTHORITY:  Town Manager

All interested, qualified candidates send cover letter, resume, three professional references, and the Town of Uxbridge application to Human Resources at 21 S. Main St., Uxbridge, MA 01569 or email to hr@uxbridge-ma.gov with subject line: Conservation Agent. Review of applications will continue until position is filled.

Posted:  Town Hall, Library, Fire Department, Department of Public Works, Council on Aging, Police Station

The Town of Uxbridge is an Equal Opportunity Employer
CONSERVATION
CONSERVATION AGENT

DEFINITION

Position is responsible for the administration of the Wetland Protection Act, Rivers Protection Act, and related 25’ No Disturb Policy of the Town of Uxbridge, and any associated structured filing fees.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provide customer service via phone, email, and face to face.
- Perform soil sampling. Review soil lab results, write corresponding reports, and work with licensed professionals.
- Utilize expertise on the Open Space and Recreation Plan.
- Effectively manage conservation permits and letters. Review project applications, and ensure regulations and requirements are met during all phases of public and private projects.
- Enforce compliance, and work with property owners to correct violations.
- Monitor construction sites, and measure wetlands. Site visits are scheduled for every application.
- Performs other related duties as necessary.

SUPERVISION RECEIVED

Under administrative direction, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts, which arise and coordinate with others as necessary.

JUDGMENT AND COMPLEXITY

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

NATURE AND PURPOSE OF PERSONAL CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.
CONFIDENTIALITY

Employee has access to some confidential and sensitive information in the performance of their duties.

EDUCATION AND EXPERIENCE

High School diploma or equivalent, and 2 to 3 years of related experience; or any equivalent combination of education, training, certification, and experience. Must have and maintain certificates of Professional Wetland Sciences and Certified Wetland Sciences.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of State and Town regulations, policies, programs, and operations; knowledge of office management principles and practices and computer systems and equipment used by the department. Must have knowledge of the Massachusetts Wetland Protection Act and associated statutes.

Abilities: Ability to manage multiple tasks, meet deadlines, and pay careful attention to details despite interruptions; ability to maintain harmonious working relationships; work independently; maintain confidentiality. Ability to stay calm and deal tactfully, patiently and appropriately with all clients. Ability to multitask and prioritize.

Skills: Record keeping, bookkeeping, organization, oral and written communication and customer service skills.

WORK ENVIRONMENT

The majority of work is performed in an office setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills
Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills
Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills
Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage.