

EMPLOYMENT OPPORTUNITY
CONSERVATION AGENT
TOWN OF UXBRIDGE

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.

Annual salary based on experience not to exceed \$50,000. 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



Town of Uxbridge
21 S. Main Street
Uxbridge, MA
01569
Tel. 508-278-8600 Fax. 631-237-5422

NOTICE

POSTED: August 4, 2020

NOTICE: Full-Time Job Opening
Monday through Thursday (37.5 hours per week)
Occasional evening hours (2-4+/month)

CLASSIFICATION: Conservation Agent

GRADE: N/A

DIVISION: Conservation

REQUIREMENTS: Per attached job description

WAGE: up to \$50,000 DOQ

ANTICIPATED START DATE: 9/8/2020

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. Please submit application material by 5:00 pm, September 3, 2018. 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 Agent

SUMMARY

Responsible for the day-to-day operation of the Town's Conservation Division Office. Position functions independently on a day to day basis, and falls under the supervision of the Town Manager. This is a non-contractual, FSLA exempted, benefit eligible position. Duties shall be discharged in accordance with the Town of Uxbridge Charter, bylaws, policies, procedures and MA General Laws.

ESSENTIAL FUNCTIONS

Work is performed primarily during regular business hours. Duties include office and field work. Occasional evening meetings will be required. Must manage multiple tasks and complete work in an appropriate amount of time under general supervision by the Town Manager.

Provide staff support to the Conservation Commission in administration of its duties, primarily to advance the purposes of the Wetlands Protection Act.

Process all aspects of applications to the Conservation Commission, including notification to other departments as appropriate, processing and submittal of fees, coordination of peer and technical reviews, and processing all decisions and actions of the Commission.

Coordinate all aspects of the peer review process of pending applications, including securing proposals for appropriate scope of services, ensuring timeliness of reviews and submissions, and coordinating fiscal compliance.

Manage and maintain the application files and other records of the Commission and the Town's Conservation Department.

Monitor the Department's annual operating and capital budget.

Assist town offices, including the Conservation Commission, in their efforts to plan for, acquire, fund, administer and manage municipal land for conservation and other purposes. Maintain an inventory of open space and Town owned land/parcels, priority preservation/conservation lands not under municipal control.

Support the Commission as they develop and implement volunteer-based maintenance and improvement of municipally-owned conservation land.

Performs other position-related duties, as assigned.

MANAGEMENT RESPONSIBILITIES

No direct supervisory responsibilities, but may administer professional services contracts or provide direction to administrative staff and volunteers.

QUALIFICATIONS

Minimum Training and Experience

Requires a Bachelor's degree in Natural Resources or Environmental Science or related field and a minimum of three years related experience in wetlands protection, land conservation, environmental management or related field; or any equivalent combination of education and experience.

Capable with various Microsoft Office software, particularly WORD and Excel. May require PowerPoint and other standard office applications. GIS knowledge and desktop skill helpful.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

Requires computer skills in word processing, spreadsheets and database management for office administration and reporting, and budget monitoring. Requires literacy in the use and maintenance of geographic information systems and the ability to read zoning maps.

Effective customer service and communication skills are required to address a wide-ranging public audience. Contacts require courtesy, impartiality and tact to resolve issues. Requires planning, time management and organizational skills. Ability to deal professionally and tactfully with appropriate town officials, town employees, government agencies, the general public, developers and their attorneys and engineers and consultants, and to respond to requests in a professional and timely manner.

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

KNOWLEDGE PROFICIENCY

In order to be considered proficient in this position, the employee must demonstrate:

- proficiency in the department's specific technology, software applications and databases, and
- basic knowledge of the functions and operations of Town government operations is helpful, but not required.

TOOLS AND EQUIPMENT USED

The employee is required to use a personal computer and general office equipment.

PHYSICAL DEMANDS

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job in an administrative and outdoor/field setting. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to talk, hear, sit, stand and walk. Occasionally the employee is required to lift and carry (usually no more than 10 lbs), and climb. May be required to stoop, bend, reach, and dig.

The employee must have good vision to drive a vehicle, read measurements and maps. Color vision is required to distinguish soil colors and use. Requires the application of manual dexterity in combination with eye-hand coordination for operating general office equipment and filing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

Required to be available for regularly scheduled meetings with the Conservation Commission and occasional additional night meetings as directed by the Town Manager.