



TOWN OF UPTON, MASSACHUSETTS

CONSERVATION AGENT JOB DESCRIPTION

Position Purpose:

The purpose of this position is to perform the administration and enforcement of the Wetlands Protection Act the Upton Wetlands By-law, and the Upton Stormwater By-law. Work includes review of applications to the Conservation Commission, review of wetlands delineations, interacting with other Town officials on projects involving wetlands; performs all other related work as required.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring the exercise of considerable judgment and initiative in coordinating Commission's operations, formulating decisions and policies, and relieving the Commission of administrative duties not requiring their official attention.

Supervision Received: Work is performed under the administrative direction of the Conservation Commission and in accordance with state and local laws and regulations. Incumbent generally establishes own work plan and completes work in accordance with established departmental policies and standards; only cases involving clarification of policies are referred to supervisor.

Supervision Given: None.

Job Environment:

Majority of work is performed under typical office conditions; the noise level is moderate at times. Site inspection work is performed out of doors with exposure to possible inclement weather and extremes of heat and cold, as well as the hazards associated with construction sites. Required to attend evening meetings.

Operates an automobile, computer, printer, facsimile machine, copier, calculator, typewriter, and other standard office equipment.

Makes frequent contact with other town departments/boards/committees, developers, construction contractors, engineers, and real estate agents; has regular contact with the general public. Contacts require courtesy, patience, and the ability to influence the behavior of others. Contacts are in person, in writing, and by telephone and involve an information exchange dialogue.

Has access to department-related confidential information.

Errors in administration and judgment could result in reduced levels of service, cause confusion and delay, adverse public relations, and have financial and legal repercussions.

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Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types 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.)

Performs a variety of clerical and administrative-related duties to assist the Conservation Commission with the provisions of the Wetlands Protection Act (WPA), the Upton Wetlands By-law, and the Upton Stormwater By-law, to include opening and sorting mail; responding to inquiries; organizing material for Conservation Commission review and ordering office supplies.

Compiles information and assists in preparing reports, data sheets, etc., as required by the Conservation Commission.

Performs assigned administrative duties such as gathering statistics, and assisting in the preparation of the annual budget.

Provides information and explanation regarding laws that govern the Wetlands Protection Act.

Conducts site visits to determine the applicability of and compliance with the Wetlands Protection Act, the Upton Wetlands By-law, and the Upton Stormwater By-law.

Reports violations of the Wetlands Protection Act, the Upton Wetlands By-law, and the Upton Stormwater By-law and issues enforcement orders.

Performs similar or related work as required, directed or as situation dictates.

Conducts annual inspections of Conservation Restrictions held by the Town of Upton, prepares inspection reports, and as directed by Commission, resolves encroachment issues.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's Degree with a Bachelor's Degree preferred in Natural Resources Management, Environmental Sciences, Soil Science, etc., or a related field; one (1) to three (3) years of related experience in in the field of wetlands protection; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid motor vehicle operator's license.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of Wetlands Protection Acts and State DEP regulations, policies, programs, and operations; knowledge of the applicable provision of Massachusetts General Laws concerning Conservation Commission operations. Knowledge of land use planning and surveying techniques. Good working knowledge of office practices and

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procedures, forms, and equipment. Working knowledge of computer systems and common software packages, including GIS.

Ability: Ability to analyze problems, prepare reports and formulate recommendations concerning department operations. Ability to interpret regulations firmly tactfully, and impartially. Ability to read, understand, and interpret technical specifications, blue prints, and plot plans. Ability to deal with the public in a courteous and tactful manner. Ability to work with little supervision. Aptitude and attention for details and accuracy. Ability to work effectively under time constraints to meet deadlines.

Skill: Skill in typing and in the use of standard office machines. Must be detail oriented and able to conduct field inspections, evaluate wetland delineations, interpret engineering drawings, delineate wetlands, identify wetland plants and be familiar with wetlands soils Skill in computer operations. Skill in all of the above listed tools and equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work requires lifting print and other materials, and office supplies weighing up to 10 pounds, filing, and typing on a keyboard at a moderate speed. Traverses uneven terrain, climbs over fallen trees/vegetation and accesses all areas of a construction site and the woods. Communicates verbally and in writing. Physical ability to operate motor vehicle and use a soil auger and Munsel soil color charts.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)