



# TOWN OF UPTON, MASSACHUSETTS

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## BOARD OF SELECTMEN

### CONSERVATION AGENT – PART-TIME

The Town seeks to fill the part-time position of **Conservation Agent** to the Conservation Commission. The Agent will provide services to the Conservation Commissions of both the Towns of Upton and Northbridge. Employment application and job description are available online at [www.uptonma.gov](http://www.uptonma.gov).

**Statement of Duties:** The **Conservation Agent** is responsible for performing a variety of clerical and administrative-related duties to assist the Commissions of both communities with the provisions of the Wetlands Protection Act (WPA) and the local bylaws of both communities (Upton wetlands bylaw and storm water bylaw, Northbridge storm water bylaw). Conducts site visits to determine the applicability of and compliance with the WPA, and local bylaws. Reports violations of the WPA and issues enforcement orders. The incumbent conducts annual inspections of the Conservation Restrictions held by the Towns, prepares inspection reports and resolves encroachment issues. The agent assists the public by providing information and explanation regarding laws that govern the WPA. The agent performs similar or related work as required or as the situation dictates.

**Minimum Qualifications:** Requires an Associate's Degree in Natural Resources Management or a related field and one to three years of related experience in the field of wetlands protection; or any equivalent combination of education and experience.

**Work Schedule:** The position requires 19 hours/week on a schedule to be determined. Starting Salary: \$22.20 – 25.53/hour.

Completed application and resume must be returned to the Board of Selectmen's office by 4:00 PM on April 14, 2016 either by email to: [shakala@uptonma.gov](mailto:shakala@uptonma.gov) or by mail: Board of Selectmen, 1 Main Street, Box 1, Upton, MA 01568. Applications and the job description are available on the Town's website: [www.uptonma.gov](http://www.uptonma.gov) under "Employment Opportunities".

The Town of Upton is an Equal Opportunity Employer.

**BOARD OF SELECTMEN**  
Kenneth E. Picard, Chairman  
James A. Brochu  
Robert J. Fleming

**TOWN MANAGER**  
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