



Conservation Agent

Town of Boxborough, MA

Position Purpose

The purpose of the Conservation Agent position is to perform supervisory, administrative, management, and enforcement work to support the Conservation Commission in carrying out its mandate and its mission to protect the community's natural resources including its biodiversity, unique natural areas, wetlands and other water resources in accordance with the Conservation Commission Act (MGL Ch. 40 §8C), the Massachusetts Wetlands Protection Act (MGL Ch. 131 § 40), and associated Regulations (310 CMR 10.00) and the Town of Boxborough's Wetland By-Law, compliance with the federal and state storm water discharge permits, and Regulations.

The Agent also performs work of town-wide importance including open space and recreation planning, storm water planning and mitigation, land management planning, floodplain management, and GIS mapping. Agent serves as an advisor and liaison to other boards/departments and serves on various local and regional committees in a professional capacity.

Supervision Scope:

Regularly develops job and task requirements. Is responsible for all aspects of job or task completion and may direct and monitor other supervisors and the results achieved. Has job quality, and cost control responsibilities.

Supervision Received:

The Conservation Agent works under the general administration and direction of the Town Administrator and the policy direction of the Conservation Commission.

Supervision Given:

The Conservation Agent works independently in carrying out the majority of job functions. Supervises and may direct daily duties of the Administrative Assistant in the Town Planner's office and Boxborough Land Stewards.

Job Environment

Work is performed both indoors and outdoors, subject to variable weather conditions. Administrative work is performed under typical office conditions.

Job Title:

FLSA: Exempt or Non-Exempt

Date voted by the Personnel Board: 02_02_2021

Page 1 of 4

Distinguishing Characteristics

Position serves as professional staff for the Conservation Commission and performs technical inspection work including field visits, inspections of site work, drafting of Orders of Conditions, attending Commission meetings, taking meeting minutes, and otherwise ensuring compliance with applicable federal, state and local wetlands, stormwater management and erosion control regulations, codes, and bylaws, issuing findings and recommendations.

Duties include department level responsibility for technical processes, service delivery, and contribution to plans and objectives and fiscal responsibility for the department, equipment, and staffing utilization.

Missed deadlines or poor judgement could jeopardize department operations or have financial and legal repercussions.

Work is performed based on administrative or municipal policies, general principles, state regulations and legislation, or directives that pertain to the Conservation Department. Extensive judgement and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting and enforcing local and state guidelines and in developing short and long-term operating policies and practices.

The work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

Examples of Work

- Assists the Commission in planning, acquisition, administration, and management of municipal conservation land.
- Investigates, monitors, and makes recommendations to the Commission on matters involving wetland protection with the Town.
- Provides support, preparation, and participation at scheduled Commission meetings.
- Conducts review of plans submitted to determine compliance with local Wetlands, Stormwater and Erosion Control by-laws and regulations and federal and state laws, including site visit for proposed wetlands work.
- Assures compliance with rules and regulations for conservation lands; issues needed permits and addresses user problems.
- Drafts orders of conditions for review, discussion, and approval by the Commission.
- Researches, pursues and coordinates grant and other funding opportunities; writes proposals and manages grants.
- Inspects worksites to determine compliance with Orders of Conditions, and application laws, rules, and regulations.

Job Title:

FLSA: Exempt or Non-Exempt

Date voted by the Personnel Board: 02_02_2021

Page 2 of 4

- Appears at adjudicatory proceedings on behalf of the Commission to properly present rationale for regulatory actions taken.
- Drafts, with Commission, budget/annual report.
- Assists the Commission in the administration and enforcement of the EPA General Permit for Massachusetts, Massachusetts Wetlands Protection Act (WPA), Rivers Protection Act, MassDEP Stormwater Regulations, Boxborough Wetlands Bylaw and Regulations, Boxborough Stormwater and Erosion Control Bylaw and Regulations, and other relevant town bylaws and regulations.
- Reviews Notices of Intent/other filings and associated documents for accuracy, completeness and compliance with the law and regulations. Ensures filing fees are calculated correctly.
- Arranges and conducts, along with Commission, on-site inspections related to filings, permit compliance monitoring, and violations. Prepares relevant forms/reports.
- Assures or conducts review of field delineations, sensitive areas, presence of rare species etc.
- Monitors construction to ensure compliance with permits.
- Assures Commission participation in DEP and court appeals. At direction of Commission consults with town counsel and assists in the preparation of testimony and other documents.
- Responds to complaints, investigates potential violations and takes/recommends appropriate action/remediation.
- Performs all other related duties as required.

Recommended Minimum Qualifications

Education, Training and Experience:

Bachelor's or higher degree in an environmentally related field (i.e. Environmental Science, Environmental Law, Wetland Science, Natural Resource Science); three to five years of work experience; or any equivalent combination of education and experience may be considered. Municipal experience desired.

Special Requirements:

Valid Massachusetts Driver's Class D License at hire and as a condition of continued employment. Experience with Massachusetts Wetlands Protection Act and storm water management required.

Knowledge, Ability and Skills:

Knowledge: Thorough knowledge of federal and state conservation laws, Massachusetts Wetlands Protection Act, Town zoning by-laws, subdivision rules and regulations, storm water management regulations and design principals, wetland plants, local flora and fauna, animal species, erosion control, landscaping practices, and hydric soil characteristics. Knowledge of federal and state programs that affect wetland protection and storm water management. Knowledge of Conservation Commission administration.

Ability: Ability to identify wetlands, hydric soils, natural communicates and wildlife. Ability to perform field work, including evaluating engineering data; reading maps, plans, and topographical surveys. Proficient in wetlands identification and delineation. Ability to supervise staff; interact with the public and work effectively with the Commission, the Town Administrator, and other departments. Ability to organize and plan work, to identify goals and objectives and work independently.

Job Title:

FLSA: Exempt or Non-Exempt

Date voted by the Personnel Board: 02_02_2021

Page 3 of 4

Skills: Excellent verbal and written communication skills; must deal tactfully and effectively with Commission, town officials, other departments, state and federal agencies, and general public. Skills in research and reading design plans, hydrologic calculations, evaluation of proposed engineering solutions. Utilizes mathematical and financial management skills. Microsoft Office (Excel, Word, and Outlook) and GIS software.

Physical Requirements:

Work requires frequent light to moderate physical effort while performing outdoor work. Some physical effort is needed to walk over rough and uneven terrain. Occasionally exposed to weather extremes when in the field. While performing the duties of this job, the employee is required to, handle, or feel objects, tools, or controls and reach with hands and arms. Occasionally required to climb, stoop, kneel, crouch, smell, and carry/lift objects (normally no more than 25 pounds).

Specific vision requirements include close vision, distance vision, color vision, depth perception, and the ability to adjust focus in order to read schematics, maps, general correspondence, and drive a vehicle. Some travel by private or town vehicle within town and to neighboring towns required. Requires hand-eye coordination to operate a keyboard and standard office equipment at efficient speed.

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 duties listed above 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. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.

Position description received by: _____ Date: _____

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FLSA: Exempt or Non-Exempt

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Page 4 of 4