

TOWN OF WAYLAND POSITION DESCRIPTION

Title: Conservation Administrator

Department: Conservation

Appointing Authority: Town Administrator

Affiliation: AFSCME

Grade: G-8

Personnel Board Approved: 6/22/05

Effective Date: 5/29/12

Summary of Duties

Professional, technical, supervisory and administrative work coordinating the activities of the Conservation Commission and enforcing all federal, State and local conservation laws and regulations; all other related work as required.

Supervision Received

Reports and works under the general policy direction of the Conservation Commission and the administrative direction of the Town Administrator. Annual performance review for this position is conducted by the Town Administrator after consulting with the chairman of the Conservation Commission.

Performs varied responsible and complex functions which require considerable judgment and initiative in determining courses of action which are guided by, statute, established guidelines, or precedents; work involves the ability to interpret and apply statutes, regulations, policies and procedures to a wide variety of individual projects and situations.

Supervision Exercised

Supervises 1 regular part-time employee; supervises seasonal employees and contractors; coordinates volunteers.

Job Environment

Administrative work is performed under typical office conditions; work is frequently performed in the field, with exposure to various weather conditions and the hazards

associated with site work and construction sites, such as uneven terrain, large equipment, open holes and pits and hazardous materials. Attends night meetings and other meetings, as required.

Operates an automobile, computer and standard office equipment. Uses hand tools, when conducting field work.

Makes regular contact requiring perceptiveness and discretion with Town departments, State and federal agencies, developers, attorneys, engineers and the general public; contacts involve furnishing routine information, as well as discussing complex environmental laws and methods of approach and procedures; contacts require good customer service skills. Contact is made orally and in writing.

Has access to all Department-oriented confidential information, such as criminal investigations, law suits and conservation records related to wetlands and Town land violations.

Errors could result in delay and confusion, cause damage to equipment, have monetary and/or legal repercussions, cause injury to staff or volunteers, and cause adverse public relations.

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.

Advises and provides guidance to the public about the applicability of the Massachusetts Wetlands Protection Act in conjunction with land development; determines wetland resource area boundaries associated with particular property.

Conducts technical review of applications made to the Conservation Commission pursuant to the Massachusetts Wetlands Protection Act, including field inspection.

Advises the Conservation Commission of the impacts of particular proposals on the Town's natural resources, in particular the wetland resource areas.

Administers and oversees the Stormwater By-law; reviews erosion control plans; inspects properties for compliance; consults with property owners, permit applicants and contractors; reports to and advises Commission on pertinent Stormwater related matters.

Administers and oversees the Wetlands By-law; inspects properties for compliance; consults with property owners, permit applicants and contractors; reports to and advises Commission on pertinent Wetlands related matters.

Issues non-criminal citations in conjunction with By-laws and Rules and Regulations of the Conservation Commission.

Conducts technical review of other permit applications, such as building permits, septic permits, site plan approval, subdivision applications, zoning board variances.

Conducts site inspections to confirm compliance with the Conservation Commission's permits; meets with site contractors, engineers, environmental consultants and property owners.

Manages in excess of 800 acres of conservation, garden and farm land.

Administers management activities on land under the management of the Conservation Commission including, but not limited to, supervising volunteer and seasonal staff, interacting with the public in connection with uses of conservation land, such as passive recreation, education activities, and the community garden program; responsible for bridges and buildings under Conservation Commission management; hires consultant to do inventory.

Attends meetings of the Conservation Commission, on behalf of the Commission, with other Town departments, with State and local conservation organizations.

Drafts decisions, drafts proposed regulations, issues permits, writes letters and other correspondence on behalf of the Conservation Commission, including annual reports, budgets, contracts and farm-land rental agreements.

Works with the public to protect parcels of land identified on the Open Space Plan; drafts conservation restrictions; applies for funding through grant applications.

Oversees all administrative functions; directs the daily operations of the Conservation Department; develops office procedures and documents; reviews, prepares and administers departmental budget; prepares annual report and capital acquisition documents; makes recommendations for contracted services; coordinates and participates in upgrades and purchasing of office equipment, computer hardware and computer software for the department; authorizes the purchase of supplies as needed.

Recommends to the Town Administrator the hiring and firing of department employees; supervises, directs, trains, reviews, disciplines and establishes work schedules and work assignments for all departmental employees consistent with Town By-laws, policies, procedures and applicable collective bargaining agreements.

Administers departmental web page regarding Conservation Department and Conservation Commission information, functions and meetings.

Is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her control.

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

Recommended Minimum Qualifications

Education:

Bachelor's Degree in a natural resources field, or related field.

Experience:

A minimum of 3 years' experience in environmental management, land conservation or a related field.

Substitutions:

An additional 4 years of related experience may be substituted for the degree requirement.

Licenses/Certificates:

Possession of a Driver's License is required.

Knowledge, Abilities and Skills

Working knowledge of federal and State laws, including the Massachusetts Wetland Protection Act and associated regulations and guidelines.

Knowledge of biology, geology, and hydrology.

Working knowledge of the principles and practices of environmental management.

Working knowledge of the statutes and regulations applicable to the jurisdiction of the Conservation Commission.

Working knowledge of soil types and plants and their functions and the ability to verify wetland boundaries as described in the Massachusetts Wetlands Protection Act Regulations.

Familiarity with permit and grant writing, and other documents mandated by State law.

Ability to visualize terrain from examination of maps and plans.

Ability to delineate wetland boundaries based on hydrology, vegetation and soil analysis.

Ability to assess impacts on natural resources including wildlife habitat.

Ability to deal appropriately and tactfully with Town officials, Town employees, the general public, attorneys, engineers, consultants and governmental agencies.

Ability to communicate clearly in written, oral and graphic form.

Ability to solve problems.

Ability to interpret complex engineering drawings.

Strong interpersonal skills and skill in written and oral communication.

Skills in general office procedures, including word processing equipment.

Skill in the operation of all of the above listed tools and equipment.

Physical Requirements

Minimal physical effort required when performing functions under typical office conditions; moderate to strenuous physical effort required frequently in the field. Frequently required to stoop, bend, and reach. Physical agility required to access all areas of inspection site, which includes rough terrain. May spend several hours walking or standing.

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.