

TOWN OF WAYLAND POSITION DESCRIPTION

Title:	Assistant Conservation Land Manager
Department:	Conservation
Appointing Authority:	Town Manager
Affiliation:	Non-Union
Grade:	N-1
Effective Date:	5/13/2024

Summary of Duties

Under direction of the Conservation Administrator and Land Manager, maintain, protect, and improve conservation properties. Keep lands safe and protected through enforcement of trail and land use regulations. Some early morning, evening, and weekend work is required. Ability and willingness to work in all weather conditions is essential.

Supervision Received

Works under the direction of the Conservation Administrator and Conservation Land Manager.

Supervisory Exercised

May assist in supervision of interns, seasonal staff, and volunteers.

Job Environment

Work is chiefly performed in the field, with exposure to various weather conditions and the hazards associated with conservation sites; may attend Commission evening meetings and other meetings as required. Some administrative work is performed under typical office conditions.

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.

- Assists the Land Manager in implementing all land stewardship activities for property management, trail maintenance, meadow management, and other land management projects as needed to support desired user experiences.
 - Performs hands-on work for macroscale invasive plant control measures on conservation lands and provides monitoring of these control measures.
 - Conduct regular mowing of trails and late season mowing of conservation land fields.
 - Plan and construct trail infrastructure projects as necessary in consultation with Conservation Administrator and Conservation Commission.
- Native habitat restoration and monitoring in correlation with, but not limited to, the Land Management Plans. Restoration includes invasive plant removal, the planting of native plants to restore cleared areas.

- Assists with tracking and facilitating the repair and maintenance of all conservation equipment, requisition of materials, and for establishing proper safety processes and training for all aspects of this work.
- Assists the Department in implementing and monitoring conservation restrictions, encroachment by abutters and vandalism throughout conservation properties.
- Serves as the liaison to the Wayland Conservation Commission and other local boards and organizations on land management issues. Attends meetings if necessary. Expected to work weekends as needed. Has frequent contact with the general public.
- Creates and distributes educational opportunities for volunteers, students, the Boy and Girl Scouts of America and residents. Educate trail users about Wayland's Conservation Land Regulations through day-to-day public interaction and through environmentally themed nature programs.
- Performs other related duties as required.

Recommended Minimum Qualifications

Education:

High School Diploma required; Associate's Degree in Forestry, Natural Resources, Environmental Science, or related field preferred.

Experience:

One year of progressively responsible experience in related natural resources conservation work preferred. Previous work or volunteer experience with the public or in customer service preferred.

Must have working knowledge of use and maintenance of land management equipment such as tractors, chain saws, and power equipment.

Experience with practical GIS and GPS experience preferred.

Licenses/Certifications:

Must have valid driver's license.

Possession of or willingness to obtain a MA Hoisting License.

Knowledge, Abilities and Skills

Working knowledge of land management principles, or willingness to learn.

Knowledge of computer, laptops and associated software programs.

Ability to work with tools and equipment for land maintenance.

Ability to work in all weather conditions is essential.

Ability to tactfully interact with Town employees and the general public.

Ability to communicate clearly and effectively.

Ability to work independently and in a group.

Physical Requirements

Responsibilities may involve close eye/hand coordination to complete certain land management tasks. Duties involve regular exertion of physical effort to lift or move light to medium weight materials and to operate land management equipment. Required to live and move up to 50 pounds. Work may involve exposure to stinging insects and poisonous plants; failure to follow safety procedures and practices could result in injury. Involves extensive outdoor work and exposure to elements. Ability and willingness to work in all weather conditions is essential.

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.