

**TOWN OF WAYLAND  
POSITION DESCRIPTION**

**Title:** Conservation Land Manager  
**Department:** Conservation  
**Appointing Authority:** Town Manager  
**Affiliation:** AFSCME  
**Grade:** G4  
**Personnel Board Approved:** 05/04/2015  
**Personnel Board Revised:** 4/26/2022

**Summary of Duties**

Performs supervisory and hands-on work maintaining Town conservation lands; monitors all federal, state and local conservation land use laws and regulations.

**Supervision Received**

Works under the general direction of the Conservation Administrator.

Functions independently in daily management activities and operations, referring to the Conservation Administrator regularly on identifying land management priorities and policy issues.

**Supervision Exercised**

Supervises seasonal employees, volunteers and interns.

**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 conservation sites; may attend Commission meetings and other meetings as required.

Operates a vehicle, computer and standard office equipment. Uses tools and equipment when conducting field work.

Has contact requiring perceptiveness and discretion with Town departments; has frequent contact with the general public; contacts require good customer service skills.

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.*

Under direction of the Conservation Administrator, maintains, protects, and improves all conservation properties held by the Town; enforces federal, state and town land use laws and regulations.

Supervises and establishes work plans for seasonal land management staff, including volunteers, seasonal laborers, and interns.

Leads and implements all land stewardship activities for property management, trail maintenance, meadow management, and other land management projects as needed to support desired user experiences.

Provides leadership in the coordination of macroscale and microscale invasive plant control measures on conservation lands; provides monitoring/consultation and support of invasive management initiatives for the Town's roadsides and park lands

Implements macroscale native habitat restoration outlined in the Land Management Plans for conservation land; includes invasive plant control, field mowing, and planting of native plants to restored cleared areas.

Works with the Conservation Administrator to implement and monitor conservation restrictions, encroachment by abutters and vandalism throughout conservation properties.

Ensures maintenance and upkeep of conservation vehicles, power equipment, requisition of materials; and the Conservation Department's storage facility; establishes proper safety procedures and training for all conservation equipment.

Creates and delivers educational opportunities for volunteers, students, the boy and girl scouts of America and residents. Educates trail users about Wayland's Conservation Land Regulations through day to day public interaction and through environmentally themed nature programs

Serves as the liaison to the Wayland Conservation Commission and other local boards and organizations on land management issues. Attends meetings if necessary. Frequent contact with the general public.

Perform other related duties as assigned.

### **Recommended Minimum Qualifications**

#### **Education:**

Equivalent to two years of college in Forestry, Natural Resources, or Environmental Science. Bachelor's Degree in Forestry, Natural Resources Management, Environmental Science or a related field preferred.

#### **Experience:**

Two years of progressively responsible experience in related natural resources conservation/management work; Supervisory experience, preferably in a public setting.

Experience in the operation and maintenance of land management equipment to include but not limited to tractors, mowers, brush cutters, chain saws, and pruning tools, etc.

Practical experience in the use of GIS and GPS software tools

#### **Licenses/Certificates:**

Possession of a Driver's License is required.

Massachusetts Pesticide Applicator License preferred, or ability to obtain licensure.

#### **Knowledge, Abilities and Skills**

Working knowledge of land management principles.

Working knowledge and application of federal, state and local conservation regulations.

Working knowledge of the principles and practices of environmental management.

Knowledge of PC, laptops and associated software programs.

Ability to work with tools and equipment for land maintenance.

Ability and willingness to work in all weather conditions is essential.

Ability to oversee and supervise the work of volunteers and seasonal employees.

Ability to deal appropriately and tactfully with Town officials, Town employees and the general public.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to solve problems.

Ability to work independently and in a group.

Ability to operate standard office equipment.

Skills in general office procedures.

### **Physical Requirements**

Regular exertion of physical effort to lift or move light to medium weight materials and to operate land management equipment; involves extensive outdoor work and exposure to elements. . Required to lift and move up to 60 pounds. Frequently required to walk, climb, stoop, bend, and reach. Physical agility required to access all areas of conservation land, which may include rough terrain.

*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.*