



TOWN OF WAKEFIELD

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JOB POSTING

Job Title:	NU S-12 Conservation Agent
Status:	19 Hours, Part Time, not benefit eligible, PTO eligible, non-exempt
Department:	Land Use & Strategic Development, Conservation Division
Salary Range:	Step I - \$36.43 up to max Step X – 45.27
Union:	Non-Union, Follows Employment Manual
Posting Date:	April 1, 2024
Close Date:	Open until filled
Job Type:	In person, limited availability for hybrid
Apply Online:	www.wakefield.ma.us/jobs
Online application required for both internal and external candidates.	

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Reviews all Conservation Commission filings for completeness.
- Monitors and follows up on all filings approved by the Commission and keeps a detailed record, revising forms as necessary.
- Organize and publish all information to ensure it is readily available to the Conservation Commission and the public for review.
- Acts on behalf of the Conservation Commission as assigned.
- Works cooperatively with Town officials, employees, government agencies, the public, attorneys, engineers, consultants, residents, and project applicants.
- Serves as an information resource, researches issues, and provides data. In addition, prepares and presents reports, correspondence, presentations, and other written material for the Conservation Commission review or for use by other Town officials, administrative or judicial authorities.
- Attends all meetings and hearings of the Conservation Commission, and other public meetings as necessary.
- Maintains up-to-date knowledge of local, state and federal laws and regulations pertaining to the Conservation Commission.
- Executes relevant short- and long-range plans and objectives associated with the Conservation Commission and its responsibilities.
- Works according to established department and Town policies and procedures, standards, special directives, instructions, and intent.
- Performs similar or related work as required, directed, or as situation dictates.

EDUCATION AND EXPERIENCE



Bachelor's degree or advanced training in Environmental Science or related field and 3-5 years working in wetlands protection, land conservation, environmental management, or related field; or an equivalent combination training and experience

Special Requirements

Possession of a Motor Vehicle Class D Operator's License and a readily available vehicle.

KNOWLEDGE, ABILITY, AND SKILLS

- Thorough knowledge of the principles of land protection and management and statutes and regulations applicable to the jurisdiction of the Conservation Commission including the Massachusetts Wetlands Protection Act, local wetland and stormwater bylaws, State wetland laws & regulations, and associated regulations and policies.
- Knowledge of wetland boundary identification/verification based on plant species and indicator status.
- Identification of hydric soils using Munsell or similar charts.
- Knowledge of relevant areas of pure and applied wetland science such as vegetation communities, functions and values, and replication; rare species requirements, vernal pools and the certification process; erosion control techniques, retention and detention ponds.
- Ability to interpret and enforce, in an impartial manner, state and local laws such as the Wetlands Protection Act and local wetland ordinance.
- Ability to manage multiple tasks in a detailed and effective manner.
- Ability to deal tactfully with members of the public and establish effective working relationships with department staff, property owners, designers, contractors, subcontractors and other code enforcement or regulatory agencies.
- Ability to apply practical, intuitive reasoning in order to interpret and apply building code regulations in a consistent and impartial manner.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to understand, follow and transmit written and oral instructions.
- Ability to establish effective working relationships with employees, supervisors, and the public. • Ability to meet attendance schedule with dependability and consistency.
- Proficient oral and written communication skills; effective customer service and negotiation skills.
- Proficient in computer programs, including Microsoft Office and ESRI GIS software; equipment uses including digital camera, field tools, copier/scanner, Zoom.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

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 position's essential functions.

Work is largely scheduled during regular Town Hall business hours, but also includes evening meetings and occasional weekend field work. The work schedule can be negotiated with the Director of Community and Economic Development to consider various circumstances.

Some work is performed under typical office conditions. Some work is performed in the field, in thick woods, and in wet areas. There is exposure to various weather conditions, including heat, high wind, rain, and snow. There can be exposure to potential health hazards, such as Lyme disease and West Nile virus, plant irritations such as poison ivy, and the hazards associated with site work and construction such as noise and heavy equipment.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical effort required when performing under typical office conditions; moderate to strenuous physical effort frequently required in the field. Often required to stoop, bend, reach, dig, and lift. Physical agility needed to access all areas of conservation lands, potential acquisitions and project sites. May spend several hours at a time walking or standing. Occasionally, work may require lifting, pushing, or pulling department equipment or materials.

Motor Skills

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer, or climbing a ladder.

Visual Skills

Employee is required to constantly read documents and construction drawings for general understanding and analytical purposes.

A full job description is available upon request.

Affirmative Action/Equal Opportunity Employer:

The Town of Wakefield provides equal employment opportunities (EEO) to all employees & applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, The Town of Wakefield complies with applicable state & local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms & conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, & training.

The Town of Wakefield expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Town of Wakefield's employees to perform their job duties may result in discipline up to & including discharge.