



Office of the
Conservation Commission

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Town of Holbrook

50 North Franklin Street
Holbrook, Massachusetts 02343

Department of Inspectional Services
Conservation Agent
(Part-time 15 hrs.)

HOLBROOK
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TOWN CLERK

Definition:

Position is responsible for ensuring that projects under review comply with local regulations, bylaws, and Massachusetts Wetlands Protection Act, to make sure that applicable projects undergo appropriate third-party reviews, and to assist the public with the permit process related to these requirements.

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.

- Prepare weekly reports to the Director of Inspectional Services and reports for monthly meetings of The Conservation Commission.
- Review permit applications and requests for Certificate of Compliance, conducts associated site inspections, returns incomplete applications with checklist detailing missing information.
- Review's forest cutting plans, works on preserving parcels as open space, and reviews varied types of plans and maps.
- Monitors active project sites for compliance with Order of Conditions, completes inspection reports (including Photos, plans, and reports) on Excel Files.
- Issues Cease and Desist Orders, Notices of Violation and Enforcement Orders, drafts Special Order of Conditions.
- Solicits and coordinates and reviews third party review reports regarding stormwater and wetlands resource area impacts, makes recommendations to the Conservation Commission based on review reports.
- Provides customer support for Conservation related general inquiries and assists customers with permit processing procedures over the phone and/or in person.
- Attends Conservation Commission meetings, schedules site inspections and attends technical review sessions.
- Reviews, forwards as needed, and files supporting documents submitted by applicants.
- Performs similar or related work as required.
- Agent may be required to work beyond normal business hours.

Supervision:

Under the day-to-day administration direction of The Director of Inspectional Services, and reports to the Chair of the Conservation Commission for direction of Policies and procedures.

Judgement and Accountability: The work requires examining, analyzing, and evaluating facts and circumstances surrounding certain projects and determining the appropriate action needed to complete

the project. It requires understanding, interpreting, and applying Federal, State, and Local regulations. Errors in any of these traits or missed deadlines could result in excessive cost to the applicant, delays with the project and/or legal repercussions.

Nature and Purpose of Contacts:

The employee acts as an official and representee for the Conservation Commission, and must conduct themselves professionally at all times with applicants, groups, peers, and other individuals while performing their duties. May be required to discuss controversial matters where discretion is required to avoid friction and obtain cooperation.

Education and Experience:

Associate's degree in Environmental Science or three years' experience in the field as a private wetland's consultant, wetlands consulting firm employee, a Municipal or Governmental employee working directly to administer the Massachusetts Wetlands Protection Act, and/or any equivalent combination of education or experiences required.

Knowledge, Ability, Skills:

Knowledge of methodology of evaluating soil, erosion, sediment, and stormwater relating to the Massachusetts Wetlands Protection Act.

Ability to multi-task and organize records

The skill and practice of explaining legal requirements to applicants, both verbally or written communication in a manner that the applicant understands the requirements and/or consequences of their actions.

Work Environment:

Working conditions involve occasional exposure to the elements of weather, unsettled walking conditions on work sites and/or properties, and exposure to insects and wildlife.

Skills:

Physical Skills- the work involves sitting, standing, walking, and stooping. May be required to lift objects up to 30 pounds including but not limited to; files, boxes of paper, office supplies, or office equipment.

Motor Skills- the work will require the ability to move objects, use office equipment including but not limited to; computer, telephone, handheld technology, and/or other office equipment.

Visual Skills- the ability to read and understand maps, plans, and rules and regulations under the Massachusetts Wetlands Protection Act and any other Municipal or State Laws.