



## TOWN OF SUDBURY

### **PART-TIME POSITION AVAILABLE:**

#### **Conservation Assistant 15 hours per week - Temporary**

The Town of Sudbury is seeking a responsible and detail-oriented individual to provide technical assistance for Conservation Department. Requires background in and knowledge of the Wetlands Protection Act, wetland identification, reviewing engineered plans, and stormwater. See complete Job Description below.

Minimum qualifications: Associates Degree in related field; two years of office and field experience, municipal experience preferred, or equivalent combination of education and experience. Starting Salary range \$21.61 to 23.34 per hour; no benefits. Please send letter of interest and resume via e-mail to: [kablackj@sudbury.ma.us](mailto:kablackj@sudbury.ma.us) . Resumes accepted until Tuesday, August 12th. AA/EOE

**See Job Description on following pages.**

## CONSERVATION ASSISTANT

### **Definition:**

The Conservation Assistant provides administrative, advisory, technical, and clerical work assisting the Conservation Coordinator to discharge her duties; including the performance of site inspections, and all other related work as required.

### **Essential Duties and Responsibilities:**

*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.*

### **General Duties and Responsibilities**

Under direction of the Conservation Coordinator, the Conservation Assistant assists in review and assessment of engineering plans, stormwater management plans, wetland delineations, and wetlands permit applications brought before the Conservation Commission. Assists Coordinator in technical review of applications made to the Conservation Commission, including field inspections and communications with site contractors, engineers, environmental consultants and property owners to assess and understand proposed projects.

Advises and provides guidance to the public about the applicability of the Massachusetts Wetlands Protection Act and the Sudbury Wetlands Administration Bylaw.

Works with the Conservation Coordinator to conduct baseline and monitoring activities and to develop and maintain databases to record and monitor land activities and biodiversity on municipal conservation land and conservation restricted properties held by the Town.

Assists the Coordinator in the drafting of decisions, and writes letters and other correspondence on behalf of the Commission. Administers the daily operations of the office including answering and returning calls, preparing packets for Commission meetings, drafting agendas and meeting minutes, making photo copies and assisting residents with conservation related questions. Develops new educational opportunities for students and adults. Updates the Town's website on conservation issues. Maintains accurate data bases and other legal records for the department.

Assists the Conservation Coordinator and various Town Departments with the management of conservation lands.

Performs other related duties as required.

### **Supervision**

Works under the supervision of the Conservation Coordinator. Varied and responsible duties require knowledge of departmental operations and the exercise of judgment and initiative in responding to inquires, particularly in situations not clearly defined by precedent or established procedures.

**Work Environment**

Most work is performed in typical office conditions, with regular interruptions to respond to requests for information or service. Routine outdoor site visit work in variable weather conditions is required. The workload is subject to various seasonal and cyclic fluctuations. Attendance at evening meetings is required on occasion. The employee operates standard office equipment, including phones, computers, and photocopiers.

The employee has ongoing contact with the public by telephone and in person and with other town departments and outside agencies in person, by telephone, e-mail and in writing.

The employee has access to sensitive and/or confidential information pertaining to violations, litigation and other board files. Legal proceedings and executive session materials for the Conservation Commission is also accessed by the employee.

Errors could result in delay, loss of service, environmental damage, and / or legal repercussions and could be costly for the Town.

**Minimum Qualifications****Education and Experience:**

Associate Degree in Environmental Science, Conservation, Soil Science or related field; Bachelor's degree preferred; additional training and experience in wetland protection desired; two years of office experience preferred; land use management or municipal experience preferred; or any equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

Knowledge of office practices and procedures; familiarity with municipal government permitting, especially the Massachusetts Wetlands Protection Act.

Ability to communicate effectively orally and in writing with town employees and the general public; ability to read blueprints desired.

Computer skills including Microsoft applications. Knowledge and ability to use GPS and GIS applications preferred.

A valid driver's license is required.

**Physical Requirements**

Moderate physical effort demanded in performing site visits and inspections on behalf of the Town. Site visits in the field can occur in thick woods, wet areas, with exposure to varying weather conditions and external elements. The employee is frequently required to sit, speak and hear and use hands to operate equipment; occasionally required to navigate inspection sites in the field. Vision requirements include the ability to read and analyze documents, see varying degrees of color, and use a computer.