



TOWN OF SUDBURY
Office of the Asst. Town Manager/HR Director

Maryanne Bilodeau
Asst. Town Manager/HR Director

278 Old Sudbury Road
Sudbury, Massachusetts 01776
Tel: (978) 639-3386
Email: bilodeaum@sudbury.ma.us

Position Available
Conservation Coordinator

Town seeks professional Conservation Coordinator to assist the Conservation Commission in administering the Wetlands Protection Act and local wetland bylaws, as well as aiding the Commission in research, information gathering, organization, and the coordination of decisions. Successful candidate reviews engineering plans; conducts site visit; meets with engineers and/or biologists; formulates written recommendations for the Conservation Commission, as well as the Town Manager and other boards/committees. Inspects projects in progress; oversees and administers the town's land stewardship; ensures public access and safety; works with volunteers to keep trails safe and passable; develops land management and maintains plans and schedules. Makes recommendations to the Commission for improving the conservation value of those properties. The Conservation Coordinator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Candidates must meet the minimum requirements contained in the job description posted on the town's website at www.sudbury.ma.us/departments/HR. Starting salary range is \$68,502 to \$76,879 (full range to \$86,732); excellent benefits. Letters of interest/resumes may be sent to bilodeaum@sudbury.ma.us until May 10th, with the *initial review of applicants beginning April 29th*. AA/EOE

See below for complete job description.

CONSERVATION COORDINATOR

Position Purpose:

The purpose of this position is to perform responsible professional and administrative work in assisting the Conservation Commission in administering the Wetlands Protection Act and local wetland bylaws, as well as aiding the Commission in research, information gathering, organization, and the coordination of decisions; all other related work as required. The Conservation Coordinator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring the exercise of considerable judgment and initiative in coordinating the Commission's operations, formulating decisions and policies, and relieving the Commission of administrative duties not requiring their official attention.

Supervision Received: Work is performed under the policy direction of the Town Manager and the Conservation Commission and in accordance with state and local laws and regulations. Functions independently, referring specific problems to supervisor only when clarification or interpretation of town or department policies or procedures is required. The position is subject to review and evaluation according to the town's personnel plan.

Supervision Given: Has direct supervisory responsibility for one part-time employee and one seasonal employee. Participates in hiring staff, provides daily direction, prepares employee performance evaluations, and counsels and disciplines staff consistent with town policies.

Job Environment:

Frequent site inspection work is performed out of doors with exposure to possible inclement weather and extremes of heat and cold, as well as the hazards associated with construction sites. Administrative work is performed under typical office conditions; the noise level is moderate at times. Required to attend frequent evening meetings.

Operates an automobile, computer, printer, other standard office equipment, power/hand tools, pH meter, and temperature gauge.

Makes frequent contact with other town departments/boards/committees, developers, attorneys, private environmental organizations, surveyors, botanists/biologists, state/federal governmental agencies, schools, community organizations, and members of the building community. Contacts are in person, in writing, and by telephone, and require significant courtesy, patience, and the ability to influence the behavior of others.

Has access to department-related confidential information including executive session minutes and sensitive land negotiations.

Errors in administration and judgment could result in reduced levels of service, confusion and delay, adverse public relations, and have financial and legal repercussions.

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).

Administers the state Wetlands Protection Act and local wetlands bylaws. Reviews engineering plans, conducts site visit, meets with engineers and/or biologists, formulates written recommendations for the Conservation Commission, and inspects projects in progress.

Oversees and administers the town's land stewardship; ensures public access and safety; works with volunteers to keep trails safe and passable; develops land management and maintains plans and schedules. Makes recommendations to the Commission for improving the conservation value of those properties.

Enforces state and local wetland laws. Enforces land use regulations on conservation lands.

Assesses land protection needs. Reviews development plans for land protection. Makes written recommendations to the Commission, the Board of Selectmen, the Town Manager, and the Planning Board.

Leads site visits for Commissioners. Leads conservation land walks for the public. Interacts with the media on behalf of the Commission. Speaks with and leads site visits to conservation/natural resource areas for schools and Boy/Girl Scout troops.

Delineates wetland and upland resource areas for most town projects.

Prepares long-range plans for land acquisition. Conducts on-site inspections of parcels under consideration. Identifies funding opportunities for land purchases, biological studies, land management, and maintenance projects. Writes grant applications. Coordinates work under approved grants.

Reviews and evaluates all wetlands filings for conformity to federal, state, and local regulations. Advises the Commission on a variety of factors including resource designation, storm water management, pollution prevention, etc.

Represents the Commission in appeal resolution negotiations.

Presents at professional functions. Attends meetings/seminars/workshops of local organizations, professional associations, and other related organizations.

Schedules and attends Commission meetings; posts hearing notices. Prepares agendas based on filings and requests; provides background materials, recommendations, and information as required. Participates in meetings. Takes and transcribes minutes. Follows up on matters generated at meetings.

Prepares the annual departmental budget for submission to the Town Manager. Oversees the monitoring of all department expenditures.

Regular attendance and punctuality at the workplace are required.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in environmental science, land use management or related field; five years of field and office conservation administration experience; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid motor vehicle operator's license.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the principles and practices of wetland management. Knowledge of wetland resource identification. Knowledge of the state Wetlands Protection Act, state and federal Clean Water Act, and local wetlands bylaws. Knowledge of ecological and biological functions required for assessing land protection strategies. Knowledge of land use planning and surveying techniques. Good working knowledge of office practices and procedures, forms, and equipment. Working knowledge of computer systems and common software packages. General knowledge of GIC mapping, GPS mapping, digital cameras processing software, and field equipment.

Ability: Ability to analyze problems, prepare reports and formulate recommendations concerning department operations. Ability to interpret regulations firmly, tactfully, and impartially. Ability to read, understand, and interpret technical specifications, blue prints, and plot plans. Ability to deal with the public in a courteous and tactful manner. Ability to work with little daily supervision. Aptitude and attention for details and accuracy. Ability to work effectively under time constraints to meet deadlines.

Skill: Skill in typing and in the use of standard office machines. Skill in computer operations. Skill in all of the above listed tools and equipment. Good customer service skills.

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 essential functions. Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Traverses uneven terrain, climbs over fallen trees/vegetation and accesses all areas of construction sites, woods, swamps, and all wetlands

areas. Operates a keyboard at an efficient speed. May lift and/or move objects weighing up to 30 pounds such as books, equipment, supplies, etc. May spend a significant portion of shift standing and/or walking. Vision and hearing at or correctable to normal ranges. Communicates verbally and in writing.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).