



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

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Asst. Town Manager/HR Director

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**Conservation Land Manager**  
**35 hours per week**

The Town of Sudbury is seeking a qualified, responsible, and detail-oriented individual to assist with management of town-owned conservation land and open space and assist with construction oversight for the Conservation Department. Requires background in Environmental Science, Forestry, Natural Resources Management, or related field and working knowledge of the Wetlands Protection Act.

Under direction of the Conservation Coordinator, the Land Manager is responsible to maintain, protect, and improve conservation properties and assist in construction oversight of wetlands permit issued by the Conservation Commission, including field inspections and communications with site contractors, engineers, environmental consultants and property owners to assess and understand proposed projects. Includes developing baseline reports and monitoring land activities and biodiversity on municipal conservation land and conservation restricted properties held by the Town.

Minimum qualifications: Bachelor's Degree in related field, two years of office and field experience, municipal experience preferred, or equivalent combination of education and experience. See <http://sudbury.ma.us/departments/HR> for the full advertisement and job description.

*Starting* Salary range is \$59,951 to \$69,896, depending on qualifications (full range to \$78,844); excellent benefits. Send letter of interest and resume to Lori Capone via email at [CaponeL@sudbury.ma.us](mailto:CaponeL@sudbury.ma.us) on or before Tuesday, June 15, 2023 at noon. AA/EOE

**See Job Description on following pages.**

## CONSERVATION LAND MANAGER

### **Definition:**

The Conservation Land Manager performs field reconnaissance, data collection, and conservation oversight in support of projects that are planned, organized and implemented with others, assisting the Conservation Coordinator to discharge their duties; including the performance of site inspections, land stewardship, education and volunteer outreach, and all other related work as required. The Land Manager helps keep conservation holdings and wetland resource areas safe and protected through oversight and enforcement of laws and regulations.

### **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 Land Manager leads and implements all land stewardship activities for property management, trail maintenance meadow management and other land management project. Prepares and implements Land Management Plans for conservation lands, including invasive species control, habitat restoration, inventory biodiversity, field maintenance, and other land management efforts.

Under the direction of the Conservation Coordinator, maintains, protects, and/or improves all town conservation land and conservation restricted properties held by the Town; monitors lands for compliance with federal, state, and town laws and regulations.

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.

Develops, organizes, and conducts volunteer projects on town-owned conservation land. Construct and install water bars, footbridges, kiosks, and other trail structures as needed.

Works with the Conservation Coordinator to monitor and update the Open Space and Recreation Plan.

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

Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

Perform special projects and related responsibilities as initiated and requested.

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 inquiries, particularly in situations not clearly defined by precedent or established procedures.

**Work Environment**

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 may be 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:**

Bachelor's Degree in Environmental Science, Forestry, Natural Resources Management or related field; additional training and experience in wetland protection desired; two years of 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.

Experience using geographic information systems (i.e. ArcGIS) to assess property conditions and create maps, and ability to utilize hand-held GPS devices.

Experience with and ability to read and understand maps, construction drawings, and survey plans.

Basic woodworking and carpentry skills.

Ability to communicate effectively orally and in writing with town employees and the general public.

Ability to work effectively independently and as part of a team, under time constraints and deadlines to recognize town-wide priorities and work cooperatively to support their accomplishments.

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

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. Employee is required to traverse uneven terrain and to stand, walk, sit, bend and reach for extended periods. Employee is frequently required to use hands to finger, handle or feel objects, tools or controls; reaches and pulls with hands and arms; stoops, kneels, balances, climbs and crawls. Specific vision abilities required include close, distance, and peripheral vision and the ability to adjust focus. Incumbent must be able to hear normal sounds, distinguish sounds as voice patterns and communicate. Vision requirements include the ability to read and analyze documents, see varying degrees of color, and use a computer.