

**ODIS**  
**Conservation Agent**

**DEFINITION**

Position is responsible for ensuring that projects under review comply with local regulations, bylaws, and the 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.*

- Prepares weekly reports to ODIS Department Head and reports for twice monthly meetings of Conservation Commission.
- Reviews permit applications and requests for Certificates of Compliance; conducts associated site inspection; returns incomplete applications with checklist detailing missing information.
- Reviews forest cutting plans, works on preserving parcels as open space, coordinates efforts for grants to repair and maintain Depot Trail, reviews varied types of maps, inspects and prepares reports, updates files regarding gravel pits.
- Monitors active project sites for compliance with Orders of Conditions; completes inspection reports; takes, downloads and prints site inspection photographs; records site inspections in Excel file.
- Issues Cease and Desist Orders, Notices of Violation and Enforcement Orders; drafts Special Orders of Conditions.
- Solicits, coordinates and reviews third party review reports regarding stormwater and wetlands resource area impacts; makes recommendations to 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 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.

**SUPERVISION RECEIVED**

Under administrative direction, the incumbent works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes

direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The incumbent exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

### **ACCOUNTABILITY**

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions.

### **JUDGMENT**

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting, and applying federal, state and local regulations.

### **COMPLEXITY**

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

### **EDUCATION AND EXPERIENCE**

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

## **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Knowledge of methodology of evaluating soil, erosion, sediment and stormwater; knowledge of Massachusetts Wetlands Protection Act; knowledge of grant application process.

Abilities: Organizational abilities; ability to multi-task.

Skills: Skills in explaining legal requirements to applicants; verbal and written communication skills.

## **WORK ENVIRONMENT**

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. Incumbent may be required to work beyond normal business hours.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

The work involves sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

### **Motor Skills**

Duties involve largely mental rather than physical skills, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

### **Visual Skills**

Visual demands require routinely reading documents, examining maps, and completing site inspections for general understanding and analytical purposes.