

**ODIS**  
**TOWN PLANNER / CONSERVATION AGENT**

**DEFINITION**

Position is responsible for planning, directing, managing and overseeing the Town's planning, development and conservation activities, including direct staffing and support of the Planning Board, Zoning Board of Appeals, and Conservation Commission.

**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.*

- Supports Planning Board, Conservation Commission, and Zoning Board of Appeals by providing staff support, including attendance at night meetings, advice, guidance, and recommendations.
- Assists in economic development activities.
- Convenes technical reviews of proposed projects that include representatives from pertinent Town departments, coordinates responses to applicants
- Interacts and collaborates with planning and conservation colleagues in adjacent communities, regional planning agency, and state agencies.
- Reviews Town's bylaws and recommends updates to Town Meeting.
- Reviews forest cutting plans, works on open space issues, updates files regarding gravel pits.
- Reviews and processes permit applications and request for certificate of compliance, monitors, and reports on active project sites.
- Issues Cease and Desist Orders, Notices of Violation and Enforcement Orders as provided for in the Massachusetts Wetlands Protection Act and local conservation and wetland bylaws. Draft Special Orders of Conditions.
- Provides customer support for these functions.
- Researches and applies for grants.
- Performs similar or related duties 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.

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## **SUPERVISION EXERCISED**

The employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The incumbent provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees.

## **ACCOUNTABILITY**

Duties include responsibility for technical processes, service delivery, and contribution to plans and objectives and fiscal responsibility for the department, including buildings, equipment and staffing utilization. Consequences of errors missed deadlines or poor judgment could jeopardize department operations or have financial and legal repercussions.

## **JUDGMENT**

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation, or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The incumbent is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

## **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 and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise are required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

## **EDUCATION AND EXPERIENCE**

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Bachelor's degree with courses in government, planning, or related subjects and education and experience in environmental science or wetlands consultant from one to two years of experience in a government agency dealing with municipalities, or any equivalent combination of education and experience, required.

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

**Knowledge:** Knowledge of planning practices and procedures; knowledge of Massachusetts laws regarding planning, development, and conservation; knowledge of municipal government operations.

**Abilities:** Analytical abilities; ability to work independently.

**Skills:** Verbal and written communication skills; interpersonal 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. The ability to lead / participate in site visits to applicant properties is a requirement.

### **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 for general understanding and analytical purposes, ability to read maps, blueprints; position requires ability to visually inspect properties and sites.