

**HAMILTON AND MANCHESTER-BY-SEA, MA**  
**CONSERVATION COORDINATOR**

Department	Planning
Reports to:	Director of Planning (Hamilton)/ Director of Land Management (MBTS)
Position Status:	Non-Exempt
Weekly Hours:	40
Salary Classification:	Grade 10

**Position Summary/Purpose:**

The purpose of this position is to provide administrative and technical support to the Conservation Commission, ensuring compliance with federal, state and local laws, ordinances, mandates and protocols related to wetland regulations, etc. Providing relevant information to the general public is a frequent and essential component of the position. The Conservation Coordinator is required to exercise considerable independent judgment in providing research, analysis and recommendations, and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Supervision:**

*Supervision Scope:* Performs a variety of inspections requiring professional and technical responsibilities based on an extensive knowledge of wetlands protection, land use, and environmental protection laws, codes, rules and regulations, and responsible for administering the conservations regulations under supervision as indicated in the position purpose and essential functions. Serve as staff to commission and make recommendations and provide general directions.

*Supervision Received:* Works under the general direction of the Director of Planning in Hamilton and the Director of Land Management (MBTS), following professional standards, procedures and policies.

*Supervision Given:* None.

**Essential Job 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.)*

- Analyze a variety of technical information and plans submitted to the Conservation Commission; conduct research and provide recommendations in response to inquiries and requests.
- Provide advice to applicants and/or contractors and provide guidance on correct procedures for filing applications with the Conservation Commission.
- Review all Requests for Determination and Notice of Intent submissions for completeness; account for all state and local ordinance fees collected. Review all related wetlands

applications for compliance.

- Review building permits to determine if a wetlands site review is required; conduct onsite inspections and walk thru wetlands, as appropriate. Monitor construction projects to ensure compliance with orders of conditions, determinations, etc.
- Responsible for the timely preparation and submission of all legal documents related to the Wetland Protection Act, including orders of condition, determinations, certificates of compliance, enforcement orders, and other required correspondence.
- Develop and monitor Conservation budget. Maintain files, reports, records and wetlands maps. Post legal notices, as required.
- Ensure that all constituencies, including abutters, Town Officials and the general public are notified in a timely manner related to public meetings and hearings.
- Respond to complaints or notifications of violations and enforce compliance, following prescribed processes. Meet with the public as requested or required.
- Survey the Town to identify violations of the Wetlands Act and confer with the Conservation Commission as to appropriate courses of action.
- Prepare agendas, attend and facilitate all Conservation Commission meetings and hearings; provide technical and professional assistance to the Commission, including edited meeting notes and results of investigations and determination of matters under consideration. Provide the Commission with periodic reports related to ongoing activities and services performed. Participate in Commission site walks.
- Maintain productive relationships and collaborate with all Town departments for the purpose of enhancing efficiency and productivity.
- Ensures that all work is conducted in a safe manner and all work safety practices are followed
- Monitor federal, state and local regulations that are applicable to Conservation issues and services.

#### **Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development, including wetland and land use regulations and trends; keep current within conservation field.
- Assist other department staff as needed to promote a team effort to serve the public.

#### **Minimum Required Qualifications:**

##### Education, Training and Experience:

Must have a Demonstrated commitment to environmental and ecological learning and related experience, including one year experience working closely with the Wetland protection process; or any equivalent combination of education, training and work experience.

##### Special Requirements:

Must have and maintain: Valid Driver's License, Wetlands certification or ability to obtain wetlands certification preferred

##### Knowledge, Ability and Skill:

- Ability to evaluate the design, construction and impact of proposed projects on natural systems. Knowledge of soils, botany and hydrology.
- Ability to analyze complex issues and develop relevant and realistic plans, programs and recommendations. Ability to prepare and present coherent reports regarding subject matter.
- Ability to administer conservation and environmental compliance programs.
- Ability to read blueprints, plans and technical regulations.
- Ability to investigate complaints and violations in a professional manner and to enforce the rules and regulations of the Town and State.
- Ability to maintain detailed and accurate records and data bases; skilled in the use of relevant software, such as Microsoft Office, as well as any software specific to reporting requirements; ability to use GIS and Munis.
- Ability to develop and monitor budgets.
- Ability to establish and maintain effective working relationships with Town staff, officials, and State agencies; ability to mediate between the Conservation Commission, applicants, consultants and state and local agencies.
- Ability to recognize project priorities and to successfully convey procedures and regulations to a variety of constituencies.
- Strong verbal and written skills; strong diplomacy, problem solving, and planning skills.
- Strong customer service skills, to convey a sense of objectivity.

**Job Environment:**

Administrative work is performed in a moderately noisy office with constant interruptions from outside contractors, professionals, consultants, regulatory agencies, the public and Town employees to provide information and deal with related issues and problems.

Occasionally works in a non-office environment, requiring travel by private car, involving hot, cold and inclement weather exposure. Requires the operation of a motor vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard communication equipment. Uses a tape measure.

Makes constant contact with Town staff, State DEP officials, land use contractors, wetlands and other consultants, applicants for wetlands permits, visitors and residents. Communication is frequently by telephone, mail, and e-mail. Contacts require a high level of detail and diplomacy.

Errors in judgment or omissions could result in; delays or loss of service; monetary loss and/or rework; and resulting legal impact or liabilities.

## **Physical and Mental Requirements:**

### Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/feel			X	
Climbing stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		

### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(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.)*