

## **Job Description**

**Title:** Conservation Commission Agent

**Supervision:** Reports directly to the Conservation Commission. Appointed by the Conservation Commission.

**Hours/Compensation:** up to 25 hours per month at \$25/hr

**Benefits:** As this position requires less than 20 hours per week, no Town benefits, including health care and retirement are offered.

**Job Environment:** This job requires working in an office setting as well as making onsite inspections in all types of weather and conditions. The Agent will be required to operate on a largely independent basis but will coordinate regularly with the Conservation Commission and its Administrative Assistant.

**Responsibilities:** The Conservation Agent supports the Conservation Commission and the efforts of natural resource protection/enforcement for the Town of Monterey. The main responsibilities of this position include but are not limited to:

- Provide technical guidance, advisory and administrative assistance/guidance to the Conservation Commission.
- Administering the Wetlands Protection Act, Scenic Mountains Act and any associated laws or town bylaws.
- Attend regular monthly Conservation meetings in addition to any extra meetings that may need to be scheduled. Preparation of meeting agendas and minutes.
- Review and analysis of formal submittals, prepare draft summaries with recommendations to the Commission prior to the meeting to aid in their decision making process.
- Complete final documents (Determination of Applicability's and Orders of Conditions)
- Perform onsite inspections, verify wetland resource boundaries
- Review and analysis of Project Review submittals
- Submits all bills to the accountant for the Commission
- Issue Emergency Orders and Emergency Certificate as needed

**Physical Requirements:** Position requires sustained periods of walking and hiking, sometimes in construction or unimproved zones.

**Recommended Minimum Qualifications:** College degree in environmental science or other appropriate field is preferred and/or two or more years' experience in wetland resource administration, or any equivalent combination of education and experience

### **Knowledge, Ability and Skill:**

- Knowledge of the MA Wetlands Protection Act.
- Ability to communicate well orally and in written form
- Familiarity with Conservation Commission procedures
- Proficiently utilize personal computers and experience with using Microsoft Word and Excel, Adobe and GIS
- Ability to develop effective working relationships with colleagues and the public.
- Successfully meet deadlines
- Ability to understand and read site plans and construction/engineering documents
- Must have a valid driver's license