

Town of Natick  
Job Description

<b>Position Title:</b>	<del>Open Space Planner/</del> Conservation Agent/ <u>Environmental Planner</u>	<b>Grade Level:</b>	3
<b>Department</b>	Community & Economic Development	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Director of Community & Economic Development		

**Statement of Duties:**

~~The Incumbent assists and works under the direction of the Director of Community and Economic Development, and provides guidance to the Conservation Commission and its Chairperson. The Open Space Planner / Conservation Agent is responsible for the coordination of permitting, compliance and enforcement of state and local wetland protection and storm-water laws and regulations, and . The position is also responsible for~~ The Conservation Agent/Environmental Planner provides administrative and technical support to the Conservation Commission, while serving as the environmental planner for the Town relative to the other general planning duties as assigned for the advancement of the short and long range planning goals and objectives of the Town, particularly as they relate to open space, water quality, and bike and pedestrian trails. ~~Incumbent~~ The Conservation Agent/Environmental Planner serves as the main point of contact with residents and customers for all conservation and open space related activities and questions.

**Supervision Required:**

The Conservation Agent/Environmental Planner ~~employee~~ works under the Director of Community and Economic Development.

**Supervisory Responsibility:**

The Conservation Agent/Environmental Planner ~~employee~~ position does not require the regular supervision of employees by may supervise the ~~is not responsible for other staff but will work with fellow staff, especially the~~ clerical support person assigned to Conservation Commission related activities, in addition to the work of volunteers, interns, or consultants.

**Accountability:**

The Conservation Agent/Environmental Planner ~~employee~~ must be fully accountable as a public employee, preparing for, attending and participating in project reviews, Conservation Commission support, and working with the general public relative to assigned duties.

**Judgment:**

The Conservation Agent/Environmental Planner ~~employee~~ must have the ability to exercise, present and implement appropriate independent judgment in all aspects of the work. Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

**Complexity:**

The Conservation Agent/Environmental Planner ~~employee~~ must have the ability to comprehend complex, intellectually challenging topics as it related to general planning practices, wetlands science, environmental regulation, development projects and general municipal government

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operations and processes. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work. Errors could result in delay or loss of service and possible legal ramifications.

**Confidentiality:**

Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work. Errors could result in delay or loss of service and possible legal ramifications.~~The employee must have the ability to maintain confidential conversations on matters as it relates to site development.~~

**Work Environment:**

Duties require periods spent supervising or inspecting work in both an office and field environment; exposure to all weather conditions, frequent walking, standing, climbing, and an occasional requirement for sustaining uncomfortable positions, including entering cramped spaces and traversing building sites at varied stages of construction. Some exposure to high noise levels from heavy equipment in use. Duties also require travel within the Town to plan, oversee, or provide services; and may require extended periods spent at compute terminal, on telephone or operating office machines, requiring eye-hand coordination and finger dexterity. Occasional out-of-Town travel is required to attend meetings, training programs or similar events. ~~Incumbent~~ The Conservation Agent/Environmental Planner may be called for emergencies on a 24-hour basis.

**Nature and Purpose of Contacts:**

-Primary contacts are with property owners, developers and their attorneys, contractors or other representatives, as well as federal and state regulators, boards and committees, department heads and community groups.

**Occupational Risks**

:-Employee will be required to walk and observe related matters on unstable footing during all times of year and climatic conditions.

**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.*

- Administer and enforce the Wetlands Protection Act and the Provincetown Wetlands Protection Bylaw; including conducting field inspections of ongoing projects for compliance with all conditions imposed by the Conservation Commission and issuing enforcement orders if necessary.
- Review all development and redevelopment applications to ensure compliance with state and local regulations related to protected wetlands resource areas.
- Prepare updates and revisions to conservation and environment-related bylaws, regulations, and performance standards as necessary.

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- Advise project proponents and applicants of the required elements of the permitting process; wait on the general public at the counter and on the telephone in order to provide technical assistance and response to inquiries related to proposed and pending projects.
- Serve as a member or staff liaison to town committees, such as the Open Space Committee the Trails and Forest Stewardship Committee.
- Oversee implementation and updates of the Town's Open Space and Recreation Plan.
- Manage and implement land protection initiatives in accordance with the recommendations of the Open Space and Recreation Plan and Natick 2030+, including pre-acquisition planning (appraisal, negotiation, consultation with Town counsel, etc.), preparation presentations to Town Meeting, and oversight and management of consultants and grant administration.
- Develop and implement a comprehensive open space/resource management program, including the maintenance and management of the Town's existing open space properties.
- Oversee and manage budget, procurement, and volunteer staffing of maintenance projects.
- Work with the Trail Stewards to manage, maintain, and improve community trails and open space.
- Prepare grant applications on a variety of grant projects, as determined necessary by the Town Administrator, the Director of Community and Economic Development, the Open Space Committee, the Conservation Commission, and other applicable Town committees/organizations.
- Participates as an integral member of the Community and Economic Development team in carrying out a comprehensive program of planning and development for the Town.;
- Participates in or individually undertakes the collection, assembly, and analysis of data and information to be used in planning studies, grant applications, policy documents, public correspondence & presentations, and other related processes.;
- Responsible for administering and providing professional/technical assistance to the Conservation Commission, including:
  - Ensuring property owners' compliance with applicable state, federal and local wetland, storm water, and land disturbance laws and regulations including MGL c.131, §40 and its implementing regulations under 310 CMR 10.00, the Town of Natick Wetland Protection Bylaw and its regulations, and the Town of Natick Stormwater Management and Erosion Control Bylaw and its regulations;
  - Assisting property owners and/or their representatives in their understanding of said laws and in the filing of applications to the Conservation Commission, as applicable;
  - Answering inquiries from the public regarding wetland, storm water, and land disturbance laws and related matters; and
  - Monitoring construction and development projects to ensure compliance with conditions and requirements associated with wetlands and storm water permits.;
- Proactively develops and implements public outreach and educational programs that promote natural resource, watershed resource, and open space protection and management.
- Working with the Conservation Commission's appointed Trails and Forest Stewardship Committee—carries out land management and land stewardship activities including trail maintenance, ecological restoration projects, and property monitoring, and field tests.;
- Provides professional and technical assistance to various boards and groups in Town, including attending and participating at public meetings affiliated with the Open Space Advisory Committee and the Trails and Forest Stewardship Committee;

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- Attends Conservation Commission public meetings (2x/month minimum);
- Assists in promoting and managing bicycle and pedestrian projects;
- Develop and oversee environmental planning initiatives in collaboration with the Director of Sustainability to address sustainability and to create long-term environmental vitality within Natick, including resiliency to the expected impacts associated with a changing climate, energy efficiency/reduction of greenhouse gas emissions, reduction of waste, and prevention of pollution and environmental impacts.
- ~~—~~
- ~~Keeps abreast of current trends and regulatory changes related to town planning and environmental issues;~~
- ~~Maintain Department's webpage;~~
- All other related duties as assigned.

**Recommended Minimum Qualifications:**

**Education and Experience:**

Master's degree in environmental science/engineering, urban/regional planning, landscape architecture, horticulture or related field preferred.

~~This position requires the following qualifications, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.~~

- ~~Bachelor's Degree in environmental science, environmental engineering, urban/regional planning or related field with a minimum of four (4) years of experience in a public or private agency dealing with public or environmental issues. A Master's Degree in urban/regional planning, environmental science/engineering or related field(s) is preferred along with a minimum of two (2) years of applicable experience;~~

**Experience**

- Three (3) years of experience as a Conservation Agent or in municipal land use practices and procedures, including environmental permitting and planning; or any equivalent combination of education and experience.
- ~~Experience working with local, state and federal environmental, wetlands, storm water, and/or land disturbance regulations is highly desired;~~
- Valid Motor Vehicle Operator's License, and/or have the ability to travel throughout Natick for site visits, field surveys, public meetings, etc.;
- ~~Demonstrated capacity to apply the required knowledge, skills, and abilities to perform this work.~~
- ~~AICP designation preferred.~~

**Knowledge, Abilities and Skill**

**Knowledge:**

- Thorough knowledge of conservation, planning and community development and related activities

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- Working knowledge of the Wetlands Protection Act, Chapter 91 (Mass. Public Waterfront Act), storm water, environmental, and/or land disturbance laws and principles of local bylaws, state and federal statutes governing municipal planning and land use, natural resources management, aquifers, and floodplain management
- Knowledge of Conservation Commission filing and procedures
- Knowledge of the practices and principles of public administration and the structure of town government
- ~~Local, state and federal land use, planning, wetland protection, storm water, environmental, and/or land disturbance laws and principles;~~ Principles, practices, and policies associated with comprehensive municipal planning and environmental/conservation programs
- Open space acquisition, management and stewardship
- Environmental protection policies and practices

Abilities:

- Ability to establish and maintain working relationships with organizations, town departments and officials;
- Plan, organize and implement town planning initiatives, including initiatives of the Conservation Commission consistent with Town wide priorities and needs;
- Interpret and apply federal, state, and local policies, laws, and regulations;
- Ability to review construction drawings, design specifications, and map/plan interpretation;
- General Project Management including budget management, fund management for municipal and grant related activities.
- Work independently and as a team within the Department of Community and Economic Development;
- Operate various computer software necessary for performing assigned duties including GIS, Word, PowerPoint, Excel, and visualization software;
- Communicate clearly and concisely, both orally and in written format;
- Ability to work effectively with developers and their representatives to ensure regulatory compliance while maintaining productive working relationships;
- Ability to provide outreach and education to the public regarding programs and initiatives of the Department and the Commission.

Skills:

- Excellent planning and organizational skills
- Effective written and verbal communication skills
- Strong and effective conflict resolution skills
- Strong interpersonal and problem-solving skills
- Proven grant writing and project management skills
- Skill in the use of Microsoft Office, Outlook, and GIS