

Promotional   
Open

Please Post  
6/03/16

NOTICE OF VACANCY

DEPARTMENT: DEPARTMENT OF PLANNING AND DEVELOPMENT  
JOB CLASSIFICATION: CONSERVATION AGENT  
SALARY RANGE: \$21.60 /HOUR  
HOURS: 19 HOUR WORK WEEK

**BENEFITS:** THIS IS A PART TIME POSITIONS WITH NO BENEFITS  
**SUBJECT TO:** 1 year probationary period

**TOWN OF HOLDEN**  
**Position Description**  
**FLSA: Non-Exempt**

Position Title: CONSERVATION AGENT Department: PLANNING AND DEVELOPMENT

Reports To: PLANNING AND DEVELOPMENT DIRECTOR Date: June 2016

**NATURE OF WORK**

The Conservation Agent performs administrative and technical support functions for the Conservation Commission. Responsible for ensuring compliance with local environmental regulations and bylaws, environmental planning, management of conservation land; administers and oversees grants received by the Commission. Performs all other related work as required. The position is responsible for protecting Holden's wetland resource areas and rare species habitat through community education and enforcement of the Massachusetts Wetlands Protection Act and Holden's Wetlands Protection Bylaw. Site visits and administration work are required. This position shall be supervised by the Director of Planning and Development and is appointed by the Town Manager.

**EXAMPLES OF WORK**

Preparation of agendas, public hearing notices, packets and other administrative support for the Conservation Commission. May perform special projects and other related duties as required. May conduct research or studies and write reports.

The coordination and processing of permit applications, site inspections and enforcement activities. Reporting of results both verbally and in writing.

Review of Town Building Permits, Zoning and Planning Board applications to determine applicability of the Wetlands Protection Act.

Frequent site visits to determine compliance before, during and after construction. Communicate with various boards, officials and staff.

Preparation and distribution of all permit applications and decisions.

Acts as a land steward for Town owned conservation parcels, which may include facilitating Forest Stewardship Management Plans.

Facilitates and update the Open Space and Recreation Plan.

**REQUIREMENTS OF WORK**

Work is split between a general office environment at a traditional workstation and field work involving site visits to private and public properties, including wetlands, forested landscapes, and unimproved sites or those under construction. Site visits will occur in varying weather conditions.

Attendance at regularly held Conservation Commission meetings, and other meetings held on weeknights is required.

Works cooperatively with other town departments and other officials and community members. Communicates effectively with other staff, board members, and residents. Able to establish strong working relationships with staff and others.

Requires accurate record keeping, files logs and ensuring applications are processed within mandatory time requirements.

Work attire appropriate to the daily schedule (field work, office, and meetings).

Familiarity with the Wetlands Protection Act, Rivers Protection Act and other environmental regulations in the State of Massachusetts.

Ability to delineate Bordering Vegetated Wetlands utilizing Massachusetts DEP standards is highly desirable.

Massachusetts Class D driver's license. Use of a personal vehicle is required, mileage reimbursement will be provided.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATIONS AVAILABLE:

OFFICE OF TOWN MANAGER, STARBARD BUILDING  
1204 MAIN STREET, HOLDEN MA 01520

CLOSING DATE FOR APPLICATIONS: JUNE 24, 2016

\_FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE

STARBARD BUILDING, HOLDEN MA 01520 (508) 210-5501  
Or visit [www.holdenma.gov](http://www.holdenma.gov) Employment Opportunities  
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED