

# Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

**JOB TITLE:**

**Conservation Agent/Administrator**

**DEPARTMENT NAME:**

**Conservation Commission**

**FLSA STATUS:**

Exempt: \_\_\_\_\_  
Non-Exempt:   X    
Hours worked per week   35 max  

**EMPLOYEE TYPE:**

(see General By-Laws Personnel Administration Plan for definitions)  
Salaried \_\_\_\_\_ Regular Part-Time   X   Casual Part-Time \_\_\_\_\_  
Regular Full-Time \_\_\_\_\_ Supplemental Part-Time \_\_\_\_\_ Temporary \_\_\_\_\_

**REPORTS DIRECTLY TO (INDICATE JOB TITLE)**

Conservation Commission for general/technical direction  
Town Administrator for administrative direction

**I. JOB SUMMARY** – Briefly describe the primary functions of this job.

Provides technical support, coordination, and professional management for the Conservation Commission in carrying out its mandate and its mission to protect the community's natural resources including its wetlands, biodiversity, other natural resources, and open space management.

Works under the general/technical direction of the Conservation Commission and in accordance with applicable laws and regulations, such as the Massachusetts Wetlands Protection Act and the Sherborn Wetlands Bylaw. Uses professional expertise, critical thinking and interpersonal skills to accomplish varied functions that range in nature from routine to complex. Provides professional supervision for the Commission's work, office and projects. Supervises Commission staff, consultants hired by the Commission, and supporting volunteers. Serves as advisor/liaison to other boards/departments as directed by the Commission.

Has considerable independence and responsibility. Works with limited supervision on a weekly basis.

**II. JOB DUTIES AND RESPONSIBILITIES** – List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.**Wetlands Protection – General**

Assists the Commission in the administration and enforcement of the Massachusetts Wetlands Protection Act (WPA) and its implementing regulations and the Sherborn Wetlands Bylaw and regulations as follows:

- \* Ensures legal requirements are met including postings, timeframes, minutes and other records.
- \* Reviews all WPA filings (e.g. Notices of Intent, RDAs, etc.) and associated documents for accuracy, completeness and compliance with the law and regulations. Ensures filing fees are calculated correctly.
- \* Processes forms as required and needed for the Commission and any technical review and as needed for any legal notices and deed recording.
- \* Schedules meetings/hearings; processes and distributes/submits forms, prepares materials for meetings, and ensures taking and distribution of accurate minutes.
- \* Maintains permit files and materials including computer database.
- \* Ensures Commission participation in DEP and court appeals. At the direction of Commission, works with town counsel as needed.



### **Wetlands Protection – Technical/Agent-related**

- \* Makes site visits to determine if the WPA or Sherborn Wetlands Bylaw applies to proposed projects. Verifies wetlands delineations flagged by applicant's consultants using MA-established vegetation and soil related techniques.
- \* Ensures or conducts review of site/field delineations, sensitive areas, presence of rare species, etc. Engages, with Commission approval, technical expertise/consultants and/or peer review as needed.
- \* Evaluates filings and findings and makes recommendations to the Commission on permitting decisions; as needed, drafts permits with associated conditions and other documents.
- \* Arranges and conducts, along with Commissioners, on-site inspections related to filings, permit compliance monitoring, and violations. Monitors projects/construction to ensure compliance with permits. Prepares relevant forms/reports.
- \* Investigates complaints/reports of potential wetlands violations and takes/recommends appropriate action/remediation, including possible site visit, Violation Notice or Enforcement Order. Keeps detailed records of observations and communications with the violator.
- \* Authorized to issue Emergency Certification to approve work in a jurisdictional area in order to address unexpected threats to safety or damage to property.
- \* Participates in writing/passing/amending the wetlands bylaw/associated regulations.

### **Open Space/General Natural Resource Protection**



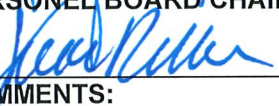
Assists the Commission in planning, acquisition, administration and management of municipal conservation land. Some projects are accomplished in cooperation with volunteers, other boards or consultants. Specifically the Administrator/Agent:

- \* Must be familiar with the properties managed by the Conservation Commission, including knowledge of their greenbelt connections, maintenance needs, wetlands, fields and vernal pools.
- \* Ensures compliance with rules and regulations for conservation lands; issues needing permits; and addresses user problems.
- \* Oversees/carries out land management tasks such as trail building and maintenance, field maintenance, signage, and cleanup. Assists with developing land management approaches that reflect conservation values.
- \* Maintains relationships and works with Conservation land abutters and potential open space donators, local and regional land trusts/foundations, and Sherborn's Open Space, Land Acquisition and other relevant Committees. Helps with evaluations and prioritization of parcels under consideration for acquisition, donation, conservation or agricultural preservation restrictions.
- \* Maintains contacts with the Sherborn's Town Forest Committee, Groundwater Protection Committee, Farm Pond Committee, Mass. Audubon/Broadmoor, The Trustees of Reservations, the Natural Heritage & Endangered Species Program, and the Middlesex Conservation District/Soil Conservation Services.
- \* Helps prepare Open Space and Recreation Plan as needed by Sherborn Open Space Committee.

### **Additional Responsibilities**

- \* Researches wetlands and other resource protection topics, including grants and other funding opportunities; writes proposals and manages grants.

- \* Attends training programs to maintain skills and learn about regulatory and other relevant changes, such as those offered by the Massachusetts Association of Conservation Commissions, the Mass. Association of Municipal Conservation Professionals and MA DEP.
- \* Maintains helpful and friendly communication between the Commission and other town departments and boards, including the Board of Health, the Planning Board, the Building Inspector, CM&D, the Town Administrator, the Board of Selectmen and their staff. Interacts and provides assistance to other town boards and departments, state and federal agencies, on issues related to wetlands, conservation and environmental matters as required.
- \* Maintains accounts for all Commission income and expenses based on Town accounting procedures. Records checks and cash received as fees and deposits with the Town Treasurer. Maintains log of expenses and pays bills received by the Commission. Prepares payroll for Town Accountant. Understands the various accounts and their uses.
- \* Drafts, with Commission, budget and annual report.
- \* Manages Commission office including maintaining/organizing files, answering telephone and emails, ordering supplies, etc.
- \* Maintains regular office hours.
- \* Develops strategies and materials to achieve success for Commission initiatives.
- \* Serves as an information resource, researches issues, provides data.
- \* Attends all public meetings and hearings of the Commission.
- \* Prepares reports, correspondence, presentations, and other written material for Commission review.

SUPERVISOR'S/MANAGER'S SIGNATURE: 	DATE: 12/16/24
TOWN ADMINISTRATOR SIGNATURE: 	DATE: 12/16/24
PERSONEL BOARD CHAIR SIGNATURE 	BOARD APPROVAL VOTE: 12/16/24
COMMENTS:	