



TOWN OF FREETOWN CONSERVATION COMMISSION

TOWN HALL • P. O. BOX 438 • ASSONET, MASSACHUSETTS 02702

Conservation Agent (Per-Diem) – Job Description

Summary

The Town of Freetown Conservation Commission is seeking a per-diem, as needed basis, Conservation Agent. The Conservation Agent will provide support, coordination, and professional management for the Conservation Commission. You will perform highly responsible technical tasks, including primary responsibility for assisting and advising the Conservation Commission as it relates to environmental issues, as well as administering and enforcing the Wetlands Protection Act and applicable regulations along with Town By-laws including the Stormwater Management By-law. This position works under the direction of the Conservation Commission and with the Planning & Land Use Administrator.

The position is per-diem/as needed basis with up to 10 hours per week, no benefits, non-union-position. Night meetings would not be a common occurrence but on certain occasions would be necessary.

Starting Salary: \$40 hourly; DOQ

Essential Functions:

- Provide technical advice to the Conservation Commission
- Review filings and submissions to the Conservation Commission
- Conduct site visits to ensure compliance with all applicable laws, regulations, permits, and order of conditions
- Review complaints received by the Conservation Commission, departments, state agencies, and/or residents
- Works with and educates individuals and applicants in complying with all by-laws, rules and regulations related to the Conservation Commission / Wetlands Protection Act
- Helps determine work procedures/policies to expedite workflow and improve efficiency and effectiveness of operations
- Develop strategies and materials to achieve success for Conservation initiatives
- Serve as an information resource, research issues, provide data
- Work cooperatively with Town Officials, town employees, government agencies, the general public, attorneys, engineers, consultants, and applicants
- Minimal, if any in office work

Qualifications:

- Candidates should have a Bachelor's degree in environmental science or a related natural science
- Thorough knowledge of the Massachusetts Wetlands Protection Act and associated regulations and policies
- Five years' experience in implementing and enforcing the Wetlands Protection Act. Site visits are important for this role.



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- Must possess a valid driver's license during the entire length of employment and possess a reasonable mode of transportation in order to conduct daily operations

Working Knowledge:

- Principles of land protection and management
- Identification of local plants, natural communities, and wildlife
- Statutes and regulations applicable to the jurisdiction of the Conservation Commission
- Wetland boundary identification/verification based on plant species and indicator status identification of hydric soils using Munsell or similar charts
- Relevant areas of pure and applied wetland science such as vegetation communities, functions and values, and replications
- Erosion control techniques, retention and detention ponds
- Knowledge of GIS

Physical Requirements:

Field work is often performed alone. Requires traversing over uneven wet terrain, climbing over fallen trees/thick vegetation and accessing all areas of construction sites, timber harvests, and woods in all kinds of weather. Daily exposure to tick-borne diseases, bee stings, poison ivy and poison sumac. Some duties may require hand and eye coordination with finger dexterity and motor coordination in order to stretch, reach, or retrieve department materials. There are visual demands that require reading of documents, routinely require review of non-written materials for analytic purposes, and requirement to be able to determine color differences.

Working Conditions / Environment:

Work is performed in the field with exposure to outdoor weather conditions and the hazards associated with construction sites when performing field work. Must be able to use hand tools when conducting field work.