

City of New Bedford, MA Job Description

Job Title: Conservation Agent

Pay Grade: M-11

Pay Range: \$68,615 - \$85,776

JOB SUMMARY

Administers the Conservation Commission Office; reviews applications, conducts construction inspections, and advises City Officials on wetlands and natural resources related issues; coordinates interdepartmentally to ensure a streamlined approach to permitting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.

- Administration of the Conservation Commission office including administering the Massachusetts Wetlands Protection Act and Regulations, the City of New Bedford Wetlands Ordinance; regulates and reviews applications including Notices of Intent, Requests for Determination of Applicability, Requests for Certificates of Compliance, and Abbreviated Notices of Resource Area delineations.
- Investigates and prepares Enforcement Orders; prepares summaries advising Conservation Commission on the adequacy of an application as it pertains to the applicable laws and regulations; prepares permits for signature including the drafting of project special conditions.
- Coordinates with applicants, owners, and representatives regarding the response to comments from the Conservation Commission; coordinates and attends on-site reviews with consulting engineers to determine compliance and perform inspections.
- Writes legal advertisements; reviews incoming mail; responds to pertinent correspondence; coordinates with other Departments regarding the Conservation Commission meeting documents; researches presence and absence of wetlands on parcels of land for the public.
- Conducts construction inspections to determine compliance with permit stipulations; makes recommendations on keeping projects in compliance; inspects upon completion of projects; conveys findings to applicable City Departments and Conservation Commission.
- Coordinates daily with other Departments on permit applications using permit software; reviews, approves or rejects foundation permits, certificates of occupancy, sewer tie ins, decks, pools, and other site amenities; reviews and comments on the Planning Board's monthly agenda regarding Site Plan Review and proposed Subdivisions.
- Works and coordinates on City projects including proposals by a variety of Departments including Parks & Recreation, Public Infrastructure, Environmental Stewardship, Planning and the Airport.
- Prepares Scopes of Work or Requests for Proposals for services sought by the Conservation Commission or Department of Environmental Stewardship; prepares contract documents for signature.
- Acts as a representative of the City to various State/Federal/regional agencies and programs, and assists the City in wetlands permitting on various hazardous waste sites.

- Perform similar or related work as required and assigned.

The duties listed above are intended only as illustrations of the various types 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree in Environmental Science or a related discipline.
- At least three years of experience in environmental management, land conservation or a related field.

Licensing/Certification

- Possession of a valid Massachusetts driver's license and good driving record.
- Training in accordance with Hazardous Materials Incident Response Operations.

SPECIAL REQUIREMENTS

- Criminal Offender Record Investigation (CORI) background check mandatory.

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees. Supervisors are responsible for signing performance reviews.

This position works under the general supervision and direction of the Director of Environmental Stewardship.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works both inside and in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

The employee frequently is required to walk, sit, climb or balance, stoop or kneel, crouch or crawl and taste or smell.

The position involves heavy physical demands, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

The City of New Bedford, MA is an Equal Opportunity Employer.