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James A. Smith, Town Administrator

Town of Sutton
Office of the Town Administrator

SUMMARY

This is a shared position between the town of Sutton and Uxbridge. The individual will be responsible for the day-to-day operation of the Towns' Conservation offices. Position functions independently on a day to day basis, and falls under the general supervision of the Town Administrator/Manager. This is a non-contractual, FSLA exempted, benefit eligible position. Duties shall be discharged in accordance with the Towns' of Sutton and Uxbridge Charter, bylaws, policies, procedures and MA General Laws.

ESSENTIAL FUNCTIONS

Conservation Agent

Work is performed primarily during regular business hours. Duties include office and field work. Occasional evening meetings will be required. Must manage multiple tasks and complete work in an appropriate amount of time under general supervision by the Town Administrator/Manager

Provide administrative staff support to the Conservation Commission's in administration of its duties, primarily to advance the purposes of the Wetlands Protection Act.

Process all aspects of applications to the Conservation Commission's, including notification to other departments as appropriate, processing and submittal of fees, coordination of peer and technical reviews, and processing all decisions and actions of the Commissions.

Provide administrative support to the Conservation Commissions. Coordinate meetings, prepare agendas, and staff reports for the Conservation Commissions, including the taking of meeting minutes. Provide administrative and clerical support necessary to administer the department.

Coordinate all aspects of the peer review process of pending applications, including securing proposals for appropriate scope of services, ensuring timeliness of reviews and submissions, and coordinating fiscal compliance.

Manage and maintain the application files and other records of the Commissions and the Towns' Conservation Departments.

Monitor the Department's annual operating and capital budget.

Assist town offices, including the Conservation Commissions, in their efforts to plan for, acquire, fund, administer and manage municipal land for conservation and other purposes. Maintain an inventory of open space and Town owned land/parcels, priority preservation/conservation lands not under municipal control,

Support the Commissions as they develop and implement volunteer-based maintenance and improvement of municipally-owned conservation land.

Performs other position-related duties, as assigned

MANAGEMENT RESPONSIBILITIES

No direct supervisory responsibilities, but may administer professional services contracts or provide direction to clerical staff and volunteers.

QUALIFICATIONS

Minimum Training and Experience

Requires a Bachelor's degree in Natural Resources or Environmental Science or related field and a minimum of three years related experience in wetlands protection, land conservation, environmental management or related field; or any equivalent combination of education and experience.

Capable with various Microsoft Office software, particularly WORD and Excel. May require PowerPoint and other standard office applications. GIS knowledge and desktop skill helpful.

Minimum Knowledge, Skills and Abilities

Requires computer skills in word processing, spreadsheets and database management for office administration and reporting, and budget monitoring. Requires literacy in the use and maintenance of geographic information systems and the ability to read zoning maps.

Effective customer service and communication skills are required to address a wide-ranging public audience. Contacts require courtesy, impartiality and tact to resolve issues. Requires planning, time management and organizational skills. Ability to deal professionally and tactfully

with appropriate town officials, town employees, government agencies, the general public, developers and their attorneys and engineers and consultants, and to respond to requests in a professional and timely manner.

Knowledge of Massachusetts Wetlands Protection Act and associated statutes and regulations is required.

Knowledge Proficiency

In order to be considered proficient in this position, the employee must demonstrate:

- proficiency in the department's specific technology, software applications and databases, and
- basic knowledge of the functions and operations of Town government operations is helpful, but not required.

Tools and Equipment Used

The employee is required to use a personal computer and general office equipment,

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job in an administrative and outdoor/field setting. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to talk, hear, sit, stand and walk. Occasionally the employee is required to lift and carry (usually no more than 10 lbs), and climb. May be required to stoop, bend, reach, and dig.

The employee must have good vision to drive a vehicle, read measurements and maps. Color vision is required to distinguish soil colors and use. Requires the application of manual dexterity in combination with eye-hand coordination for operating general office equipment, filing,

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

Required to be available for regularly scheduled meetings with the Conservation Commission's and occasional additional night meetings as directed by the Town Administrator/Manager.