



# Town of Sterling

## Town Administrator

1 Park Street

Sterling, MA 01564

(978) 422-8111 ext. 2315

[bcaldwell@sterling-ma.gov](mailto:bcaldwell@sterling-ma.gov)

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The Town of Sterling (population appx. 8,200) is seeking a part-time Conservation Agent. This position performs the administration and enforcement of the Wetlands Protection Act and the Town's Wetlands Bylaw. Performs professional, administrative, and technical work which includes review of applications to the Conservation Commission, review of wetlands delineations and interacting with other Town officials on projects involving wetlands. Performs all other related work as required.

Bachelor's Degree in Biology, Ecology, Natural Resource Management, or related field; 3-5 years of related experience; or an equivalent combination of education and experience. Must possess a valid driver's license. Working knowledge of Wetlands Protection Act and State DEP regulations, policies, wetland bylaws, and regulations. Knowledge of the applicable provision of Massachusetts General Laws concerning Conservation Commission operations. Knowledge of hydrology and stormwater issues and familiarity with wetland plants, soils, and erosion control techniques. Knowledge of the principles of land protection and management.

For a full job description please go to [www.sterling-ma.gov](http://www.sterling-ma.gov). Please submit a Cover Letter and Resume to Town Administrator, 1 Park Street, Sterling, MA 01564 or by email to [bcaldwell@sterling-ma.gov](mailto:bcaldwell@sterling-ma.gov). Posted until filled. Priority Deadline May 1, 2024. Sterling is an EOE/AA employer.

**Position Purpose:**

This position performs the administration and enforcement of the Wetlands Protection Act and the Town's Wetlands Bylaw. Performs professional, administrative, and technical work which includes review of applications to the Conservation Commission, review of wetlands delineations and interacting with other Town officials on projects involving wetlands. Performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below 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.)*

- Assists the Conservation Commission in the administration and enforcement of MA Wetland Protection Act and Town's Wetland's Bylaw.
- Reviews applications/filings/documents for accuracy, completeness and compliance with the laws, bylaws, and regulations.
- Performs grants work; trails grant.
- Oversees the earth removal bylaw.
- Evaluates findings, develops recommendations, and submits to Commission for approval. Drafts permits with associated documents and conditions.
- Conducts reviews of field delineations/sensitive areas/presence of rare species, etc. Engages with Commission approval, technical expertise/consultants as needed.
- Monitors construction to ensure compliance with permits.
- Responds to complaints, investigates potential violations, makes recommendations for resolution, and takes required actions.
- Provides assistant to other town boards, departments, state agencies and the public.
- Maintains case files in conjunction with the Administrative Assistant. Maintains (agent) case files/spreadsheets.
- Attends all public hearings and meetings of the Commission.
- Arranges and conducts on-site inspections related to filings, proposed projects, permit compliance monitoring, and violations. Prepares relevant forms/reports/correspondence.
- Performs other planning and administrative functions and duties as appropriate.
- At the direction of the Commission, participates in DEP and court appeals, consults with Town attorneys, and assists in the preparation of testimony and other documents.
- Assists in the preparation of Open Space and Recreational Plans for approval.
- Assists in the drafting/updating of the Wetlands bylaws and regulations.
- May serve as ADA Coordinator for the Town.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

Bachelor's Degree in Biology, Ecology, Natural Resource Management, or related field; 5-7 years of related experience; or an equivalent combination of education and experience. Must possess a valid driver's license.

**Knowledge, Ability and Skill:**

*Knowledge:* Working knowledge of Wetlands Protection Act and State DEP regulations, policies, wetland bylaws, and regulations. Knowledge of the applicable provision of Massachusetts General Laws concerning Conservation Commission operations. Knowledge of hydrology and stormwater issues and familiarity with wetland plants, soils, and erosion control techniques. Knowledge of the principles of land protection and management.

*Ability:* Ability to analyze problems, prepare reports and formulate recommendations concerning department operations. Ability to interpret regulations firmly, tactfully, and impartially. Ability to read, understand, and interpret technical specifications, blueprints, and plot plans. Ability to deal with the public in a courteous and tactful manner.

*Skill:* This position requires excellent communication, interpersonal and organizational skills. Must be detail-oriented and able to conduct field inspections, evaluate wetland delineations, interpret engineering drawings, delineate wetlands, identify wetland plants and be familiar with wetlands soils. Proficient skills in computer operations and software to include Microsoft Office. Proficient computer skills utilizing a variety of software applications including Microsoft Office, and GIS.

**Physical Requirements:**

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, minimum physical effort is generally required in performing administrative duties. Field work is conducted under varying conditions with exposure to some occupational risks with moderate physical effort. Traverses uneven terrain, climbs over fallen trees/vegetation and accesses all areas of a construction site and the woods. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and equipment. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:* Performs varied and responsible duties which require the exercise of considerable judgment and initiative in coordinating Commission's operations, formulating decisions and policies, and relieving the Commission of administrative duties not requiring their official attention.

*Supervision Received:* Works under the direction of the Town Administrator and Conservation Commission in accordance with state and local laws and regulations. Incumbent generally establishes own work plan and completes work in accordance with established departmental policies and standards. Only cases involving clarification of policies are referred to the supervisor.

*Supervision Given:* All department staff, vendors and consultants.

**Job Environment:**

- Majority of work is performed under typical office conditions; the noise level is moderate at times. Site inspection work is performed out of doors with exposure to possible inclement weather and extremes of heat and cold, as well as the hazards associated with construction sites. Required to attend evening meetings.

- Operates an automobile computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; frequent contact with other town departments, the public, state and federal agencies, professional associations, developers, attorneys, engineers and consultants; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Has access to department confidential information related to conservation legal issues.
- Errors could result in delay or loss of services or have financial and/or legal repercussions.
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*This 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.*