

Conservation Administrator

Ayer, MA

Salary: Starting salary \$25.16/hour (\$52,534 annual). Union position with benefits, plus gas mileage reimbursement for work-related driving

Work Schedule: 40 hours/week per Town Hall Schedule (Mon., Wed., Thurs. 8-4; Tues. 8-7; Fri. 8-1). Adjustments made to accommodate evening meetings on 2nd and 4th Thursdays of each month and occasional Saturday morning site visits with Commission

Location: Ayer Town Hall

Direct Report: Ayer Conservation Commission and Town Administrator

Job Description: The Conservation Administrator is a union position with benefits. This person will work independently to manage the Ayer Conservation Commission (ACC) office, including the timely administration of the Commission's statutory and regulatory responsibilities under the Massachusetts Wetlands Protection Act (WPA) and local wetlands bylaw; field work to assess applications and project compliance; ongoing interaction with project applicants, members of the general public, and other Town departments and boards to answer questions and assist with filings and approved projects; administrative and clerical staff support to the Commission, managing agenda scheduling, meeting advertising, and the writing and issuing of permits for the Commission.

Primary Responsibilities:

Receives, processes, and analyzes project applications under the WPA and local wetlands bylaw. Assures that legal ads and notice for required public hearings/meetings are prepared and posted. Reviews plans and forms to assure proper compliance with all applicable federal, state and local statutes and regulations. Following Commission review, writes and assures proper mailing and recording of Orders of Conditions, Determinations of Applicability, Orders of Resource Area Delineation, Certificates of Compliance, Violation Notices, Enforcement Orders, Cease & Desist Orders, and Emergency Certifications. Tracks the status of all recorded documents to ensure all Orders are adhered to, and Certificates of Compliance are sought within the appropriate time frame. Maintain a written daily log of activities.

Attends evening Commission meetings (generally 2nd and 4th Thursday of each month) and joins the Commission for occasional Saturday morning site visits to applicants' proposed project sites.

Provides staff support to the Conservation Commission and administers all of the functions of the Commission office, including: organization and preparation of agendas and materials for distribution at meetings; follows up on tasks from meetings and site visits; management of accounts payable and receivable, timesheets, and Commission budget in coordination with Town Treasurer and Town Accountant; acquisition of office supplies, mailings, maintenance of files, and preservation of permits.

Interacts with project applicants (private residents, developers, organizations and businesses) and their representatives to answer questions about the permitting process in accordance with statutes and regulations of the WPA, local wetlands bylaw, and the Commission's policies and procedures. Responds to general public inquiries in relation to the ACC at the Commission's third floor office, on the telephone

and via email. Meets with and assists other Town departments and boards on issues and projects related to wetlands and stormwater regulations. Assists residents with completion of applications as time permits. Oversees and assists with file review requests.

Independently conducts onsite inspections of proposed project sites prior to hearings, often in rough outdoor conditions; accompanies and advises Commission on joint site visits during permitting process; inspects and approves erosion and sedimentation controls prior to the commencement of construction; continues periodic inspection of project sites during construction to verify regulatory compliance with Orders of Conditions and reports back to Commission. Conducts onsite inspections for evaluation of Requests for Certificates of Compliance. All outdoor inspections to be documented in official ACC log.

Investigates reports of violations of the WPA and local wetland bylaw. Reports violations immediately to the Chair and thereafter to the whole Conservation Commission at its next meeting, and prepares and issues Violation Notices, Enforcement Orders, and Cease & Desist Orders as may be directed by the Chair or the Commission to violators on private and project sites.

Provides technical assistance and information to the Conservation Commission and other Town departments and boards as requested. Works cooperatively and coordinates Commission issues and activities with other Town departments. Coordinates management of conservation land under the Commission's control, including documentation related to the monitoring of Conservation Restrictions held by the Commission. Prepares written responses to referrals for project review from other Town boards and state agencies. Represents the Conservation Commission with federal, state and municipal officials as needed.

Periodically attends training seminars, including the Massachusetts Association of Conservation Commissions (MACC), to remain current and knowledgeable of new laws and regulations relating to Conservation Commission activities.

Related duties as may be assigned by the Conservation Commission.

Minimum Qualifications:

A Bachelor's degree in environmental science, wetlands biology or related degree; a minimum of two/three years experience in associated field, or any reasonable equivalent of education and experience. MACC Fundamentals for Conservation certification required or in process. Computer skills, including fluency in MS Word, Excel, Outlook, and Internet Explorer. Familiarity with GIS Mapping a plus. Knowledge of land use and surveying techniques, wetlands biology, hydrology and soils a must. Familiarity in working with State permitting forms, Assessor's maps, site maps, wetland delineations, engineering plans and aerial photographs.

Familiarity with the Massachusetts Wetlands Protection Act (MGL Ch. 131, Section 40), the Massachusetts Endangered Species Act (MESA), the Massachusetts Environmental Policy Act (MEPA) including state stormwater management standards and National Pollutant Discharge Elimination System (NPDES) requirements. Familiarity with Massachusetts Open Meeting Law as well as ethics and conflict of interest issues for municipal officials.

Successful candidates will have excellent interpersonal skills, both written and verbal, be capable of multitasking, and hold a valid driver's license and a car for conducting field work.

Regular field inspections are an essential function of this job. Candidates must be physically able to walk moderate distances outdoors and move safely over uneven, and sometimes uncleared, terrain.

How to Apply:

Applications accepted until a suitable candidate is found. Send a cover letter and resume outlining your qualifications and availability to:

Bill Daniels
Chair, Ayer Conservation Commission
Ayer Town Hall
One Main Street
Ayer, MA 01432

Or

Email: concom@ayer.ma.us

For more information call 978-772-8220 or go to the Town website at ayer.ma.us

The Town of Ayer is an Equal Opportunity Employer