

**Town of Natick
Job Description**

Position Title:	Planner/ Conservation Agent	Grade Level:	3
Department	Community & Economic Development	FLSA Status	Exempt
Reports to:	Director of Community & Economic Development		

Statement of Duties: Incumbent assists and works under the direction of the Director of Community and Economic Development, and provides guidance to the Conservation Commission and its Chairperson. The Conservation Agent/General Planner is responsible for the coordination of permitting, compliance and enforcement of federal, state and local wetland protection and storm water regulations, as well as other general planning duties as assigned for the advancement of the short and long range planning goals and objectives of the Town. Incumbent serves as the main point of contact with residents and customers for all Conservation related activities and questions.

Supervision Required: The employee works under the Director of Community and Economic Development.

Supervisory Responsibility: The employee is not responsible for other staff but will work with fellow staff, especially the clerical support person assigned to Conservation Commission related activities.

Accountability: The employee must be fully accountable as a public employee, preparing for, attending and participating in project reviews, Commission support, and working with the general public relative to assigned duties.

Judgment: The employee must have the ability to exercise, present and implement appropriate independent judgment in all aspects of the work. Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity: The employee must have the ability to comprehend complex, intellectually challenging topics as it related to general planning practices, wetlands science, environmental regulation, development projects and general municipal government operations and processes.

Confidentiality: The employee must have the ability to maintain confidential conversations on matters as it relates to site development.

Work Environment: Duties require periods spent supervising or inspecting work in both an office and field environment; exposure to all weather conditions, frequent walking, standing, climbing, and an occasional requirement for sustaining uncomfortable positions, including entering cramped spaces and traversing building sites at varied stages of construction. Some exposure to high noise levels from heavy equipment in use. Duties also require travel within the Town to plan, oversee, or provide services; and may require extended periods spent at computer

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terminal, on telephone or operating office machines, requiring eye-hand coordination and finger dexterity. Occasional out-of-Town travel is required to attend meetings, training programs or similar events. Incumbent may be called for emergencies on a 24-hour basis.

Nature and Purpose of Contacts: Primary contacts are with property owners, developers and their attorneys, contractors or other representatives, as well as federal and state regulators, boards and committees, department heads and community groups.

Occupational Risks: Employee will be required to walk and observe related matters on unstable footing during all times of year and climatic conditions.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Participates as an integral member of the Community and Economic Development team in carrying out a comprehensive program of planning and development for the Town;
- Participates in or individually undertakes the collection, assembly, and analysis of data and information to be used in planning studies, grant applications, policy documents, public correspondence & presentations, and other related processes;
- Responsible for administering and providing professional/technical assistance to the Conservation Commission, including:
 - Ensuring property owners' compliance with applicable state, federal and local wetland, storm water, and land disturbance laws and regulations;
 - Assisting property owners and/or their representatives in their understanding of said laws and in the filing of applications to the Conservation Commission, as applicable;
 - Answering inquiries from the public regarding wetland, storm water, and land disturbance laws and related matters;
 - Monitoring construction and development projects to ensure compliance with conditions and requirements associated with Conservation Commission permits;
- Proactively develops and implements public outreach and educational programs that promote natural resource, watershed resource, and open space protection and management. Carries out land management and land stewardship activities on behalf of the Conservation Commission including trail maintenance and field tests;

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- Provides professional and technical assistance to various boards and groups in Town, including attending and participating at public meetings;
- Attends Conservation Commission public meetings (2x/month minimum);
- Keeps abreast of current trends and regulatory changes related to town planning and environmental issues;
- Maintain Department's webpage;
- All other related duties as assigned.

Recommended Minimum Qualifications:

Education and Experience: This position requires the following qualifications, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Bachelor's Degree in environmental science, environmental engineering, urban/regional planning or related field with a minimum of four to six (4-6) years of experience in a public or private agency dealing with public or environmental issues. A Master's Degree in urban/regional planning, environmental science/engineering or related field(s) is preferred along with a minimum of two to four (2-4) years of applicable experience;
- Experience working with local, state and federal environmental, wetlands, storm water, and/or land disturbance regulations is highly desired;
- Valid Motor Vehicle Operator's License, and/or have the ability to travel throughout Natick for site visits, field surveys, public meetings, etc;
- Demonstrated capacity to apply the required knowledge, skills, and abilities to perform this work.

Knowledge, Abilities and Skill

Knowledge:

- Local, state and federal land use, planning, wetland protection, storm water, environmental, and/or land disturbance laws and principles;

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- Principles, practices, and policies associated with comprehensive municipal planning and environmental/conservation programs;
- Open space acquisition, management and stewardship;
- Environmental protection policies and practices;

Abilities:

- Plan, organize and implement town planning initiatives, including initiatives of the Conservation Commission consistent with Town wide priorities and needs;
- Interpret and apply federal, state, and local policies, laws, and regulations;
- Ability to review construction drawings, design specifications, and map/plan interpretation;
- General Project Management including budget management, fund management for municipal and grant related activities.
- Work independently and as a team within the Department of Community and Economic Development;
- Operate various computer software necessary for performing assigned duties including GIS, Word, PowerPoint, Excel, and visualization software;
- Communicate clearly and concisely, both orally and in written format;
- Ability to work effectively with developers and their representatives to ensure regulatory compliance while maintaining productive working relationships;
- Ability to provide outreach and education to the public regarding programs and initiatives of the Department and the Commission.

Skill:

Physical and Mental 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

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position's essential functions.

Physical Skills:

- Walking and site visitations will be required in all climatic conditions.

Motor Skills:

- Walking and site visitations will be required in all climatic conditions;
- Ability to operate a keyboard and other computer and office equipment.

Visual Skills:

- Ability to visually discern site conditions as related to regulatory infractions, non-compliance as well as compliance;
- Ability to read and interpret plans, drawings and similar documents.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.