



RECEIVED
HOLBROOK TOWN CLERK

2026 MAR -9 P 1:44

Conservation Agent

DEFINITION

Position serves as professional staff for the Conservation Commission and performs technical inspection work including field visits, inspections of site work, drafting of Orders of Conditions, attending Commission meetings, and otherwise ensuring compliance with applicable federal, bylaws, issuing findings and recommendations.

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.

- Assists the Commission in planning, acquisition, administration and management of municipal conservation land. Inspects, Monitors, and collaborates on Development of Protections and Usage plans for Town Owned land.
- Investigates, monitors, and makes recommendations to the Commission on matters involving wetland protection with the Town.
- Provides support, preparation, and participation at scheduled Commission meetings.
- Conducts review of plans submitted to determine compliance with local Wetlands, Stormwater and Erosion Control by-laws and regulations and federal and state laws, including site visit for proposed wetlands work.
- Serve as a point of contact and advisor to the following Committees, Boards, and Departments: Holbrook Town Forest Committee, Holbrook Open Space Committee, Conservation Commission, Planning Board, Department of Public Works, Water/Sewer Commission, and the Select Board.
- Assures compliance with rules and regulations for conservation lands; issues needed

permits and addresses user problems.

- Drafts orders of conditions for review, discussion, and approval by the Commission.
- Researches, pursues and coordinates grant and other funding opportunities; writes proposals and manages grants.
- Inspects worksites to determine compliance with Orders of Conditions, and application laws, rules, and regulations. Completes inspection reports (including Photos, plans, and reports) on Excel Files.
- Appears at adjudicatory proceedings on behalf of the Commission to properly present rationale for regulatory actions taken.
- Drafts, with Commission, budget/annual report.
- Assists the Commission in the administration and enforcement of the EPA General Permit for Massachusetts, Massachusetts Wetlands Protection Act (WPA), Rivers Protection Act, MassDEP Stormwater Regulations, Holbrook Wetlands Bylaws. Regulations, Holbrook Stormwater and Erosion Control Bylaw and Regulations, and other relevant town bylaws and regulations.
- Solicits and coordinates and reviews third party review reports regarding stormwater and wetlands resource area impacts, makes recommendations to the Conservation Commission based on review reports.
- Assures legal requirements are met including postings, timeframes, minutes and other records.
- Reviews Notices of Intent/other filings and associated documents for accuracy, completeness and compliance with the law and regulations. Ensures filing fees are calculated correctly.
- Arranges and conducts, along with Commissioners, on-site inspections related to filings, permit compliance monitoring, and violations. Prepares relevant forms/reports.
- Assures or conducts review of field delineations, sensitive areas, presence of rare species etc.
- Monitors construction to ensure compliance with permits.
- Community outreach and education on conservation protections, climate change's impact on Holbrook, environmental health and justice, stormwater management, changing flood zones, and other topics as needed
- Assures Commission participation in DEP and court appeals. At direction of Commission

consults with town counsel and assists in the preparation of testimony and other documents.

- Provides customer support for Conservation related general inquiries and assists customers with permit processing procedures over the phone and/or in person.
- Responds to complaints, investigates potential violations and takes/recommends appropriate action/remediation. Up to and including Cease and Desist Orders, Notices of Violation and Enforcement Orders, drafts Special Order of Conditions.
- Prepare weekly reports to the Director of Inspectional Services and reports for monthly meetings of The Conservation Commission.
- Agent may be required to work beyond normal business hours.
- Performs all other related duties as required.

SUPERVISION RECEIVED

Under administrative direction, the agent works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The agent exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

SUPERVISION EXERCISED

Director of Inspectional Services is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The agent typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure, operating guidelines and work operations; formulates, prepares and defends budget; coordinates program efforts with other departments; approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

ACCOUNTABILITY

Duties include department level responsibility for technical processes, service delivery, and contribution to plans and objectives and fiscal responsibility for the department, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could jeopardize department operations or have financial and legal repercussions.

JUDGMENT

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The incumbent is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

COMPLEXITY

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Incumbent has regular access at the departmental level to a variety of confidential information.

EDUCATION AND EXPERIENCE

Bachelor's degree in Environmental Science, Ecology or Landscape Architecture and three to five years of experience in a related field; or an equivalent combination of education and experience. Master's degree preferred. Experience with Wetland Protection, Stormwater Management and Erosion Control is required.

KNOWLEDGE ABILITIES AND SKILLS

Knowledge: Knowledge of Massachusetts Wetland Protection Act regulations, principles of land protection and management; Knowledge of stormwater management regulations and design principals; Knowledge of wetland plant and animal species. Knowledge of hydric soil characteristics, knowledge of federal and state programs that affect wetland protection and stormwater management; knowledge of Conservation Commission administration

Ability: Ability to identify wetland plants, hydric soils, natural communities and wildlife. Wetlands boundary identification/verification; must be able to supervise staff, interact with the public and work effectively with other departments; Ability to organize and plan work, to identify goals and objectives and to work independently.

Skill: Skill in research and reading design plans, hydrologic calculations, evaluation of proposed engineering solutions. Financial management skills; must have diplomacy skills

WORK ENVIRONMENT

The work environment involves everyday discomforts typical of offices. When working in field, work includes navigation of construction sites and densely vegetated undeveloped land, often in wet areas. Outdoor work frequently includes proximity to noxious plants such as briars and poison ivy. Noise or physical surroundings may be distracting. Incumbent may be required to work beyond normal business hours to attend evening meetings.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment. Site inspections and field reviews of wetland delineations require the ability to walk on uneven and/or steep surfaces sometimes for significant distances.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

Salary and Hours: Full time, benefit-eligible; Annual salary range of \$70,000 - \$75,000.

Ways to Apply Email Resume and Cover Letter to AMahoney@holbrookmassachusetts.us.

Equal Opportunity Employer

The Town of Holbrook accommodates the needs of all physically challenged or disabled people by all reasonable means in accordance with the Americans with Disabilities Act.

