



# Town of Wenham

Administrator's Office  
138 Main Street / PO Box 576  
Wenham, MA 01984

Peter Lombardi, Town Administrator  
TEL 978-468-5520 x. 2 FAX 978-468-8014

## JOB POSTING

**POSITION POSTING:** Conservation & Open Space Coordinator

### APPLICATION PROCESS:

All interested applicants are required to submit a resume, letter of interest, and three professional references to the Town Administrator's Office at the Town Hall (c/o Peter Lombardi). All such submittals can be emailed to [nroebuck@wenhamma.gov](mailto:nroebuck@wenhamma.gov) or mailed/hand delivered to:

**Wenham Town Hall  
Town Administrator's Office  
138 Main St  
Wenham, MA 01984**

**Submittal Deadline:** Monday, June 18, 2018 by 4:30PM.

Additional information regarding this position is available at the Town Hall and can be obtained by either visiting the Town website at [www.wenhamma.gov](http://www.wenhamma.gov) or by calling 978-468-5520 x2.

### CONSERVATION & OPEN SPACE COORDINATOR

**Status:** Permanent / Part-time (19 Hrs./Wk.)  
**Department:** Planning  
**Compensation:** Starting rate from \$28.90 to \$36.10/ Hr.  
**Requirements:** Bachelor's degree in environmental science or related field and a minimum of two years' experience in municipal setting administering wetlands and Conservation regulations; or equivalent combination of education and experience. Knowledge of Massachusetts DEP regulations and policies required. Experience with ArcMap GIS preferred.

**Job Description:** Position provides technical and administrative support related to the Massachusetts Wetland Protection Act, Wenham's Wetland Protection By-Laws, and any related regulations and policies under the authority of the Wenham Conservation Commission. Provides technical and administrative support to the Open Space and Recreation Committee (OSRC) to ensure proper administration of the Open Space and Recreation Plan in coordination with Town staff and other relevant boards and committees.

**Planning Department  
Conservation & Open Space Coordinator**

**DEFINITION**

Position provides technical and administrative support related to the Massachusetts Wetland Protection Act, Wenham's Wetland Protection By-Laws, and any related regulations and policies under the authority of the Wenham Conservation Commission. Provides technical and administrative support to the Open Space and Recreation Committee (OSRC) to ensure proper administration of the Open Space and Recreation Plan in coordination with Town staff and other relevant boards and committees.

**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 the administration and enforcement of the Massachusetts Wetlands Protection Act and the Town of Wenham Wetlands Protection Bylaw as follows:
  - Ensures 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.
  - Schedules meetings/hearings; processes and distributes/submits forms.
  - Arranges and conducts, along with Commissioners, on-site inspections related to filings, permit compliance monitoring, and violations. Prepares relevant forms/reports.
  - Coordinates or conducts review of field delineations, sensitive areas, presence of rare species etc. Engages technical expertise/consultants as needed.
  - Processes forms; evaluates findings; submits recommendations to the Commission; drafts permits with associated conditions and other documents.
  - Monitors construction to ensure compliance with permits.
  - Coordinates Commission participation in DEP and court appeals as necessary. At direction of Commission, consults with town counsel and assists in the preparation of testimony and other documents.
  - Responds to complaints, investigates potential violations, and takes/recommends appropriate action/remediation.
  - Maintains case files and materials including computer database; builds and maintains solid case record.
  - Maintains Conservation Commission website page on Town's website.

- Participates in writing/passing/amending the wetlands bylaw and associated regulations.
- Assembles and manages annual budget.
- Drafts annual report.
- Manages Commission office, maintaining regular office hours.
- Keeps current by attending training sessions/workshops of the Massachusetts Association of Conservation Commissions and others as appropriate.
- Develops strategies and materials to achieve success for Commission initiatives.
- Serves as an information resource, researches issues, provides data.
- Attends all public meetings and hearings of the Commission.
- Prepares reports, correspondence, presentations, and other written material for Commission review.
- Interacts and provides assistance to other town boards and departments, state and federal agencies, on issues related to wetlands, conservation and environmental matters as required.
- Assists the OSRC in the administration of the Town of Wenham Open Space and Recreation Plan
  - Assures legal requirements are met including postings, timeframes, minutes and other records.
  - Maintains OSRC website page on Town's website.
  - Assembles and manages annual budget.
  - Drafts annual report.
  - Manages OSRC files and records.
  - Provides administrative support to the OSRC to ensure adherence to the Town of Wenham Open Space and Recreation Plan and assists in making updates to the Plan as needed.
  - Serves as an information resource, researches issues, provides data.
  - Interacts and provides assistance to other town boards and departments, state and federal agencies, on issues related to Open Space and Recreation matters as required.
  - Attends all public meetings of the OSRC.

## **SUPERVISION RECEIVED**

Under the administrative direction of the Town Administrator, the employee 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 incumbent 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**

The employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The incumbent provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

## **ACCOUNTABILITY**

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

## **JUDGMENT**

Guidelines only provide limited guidance for performing the work, which may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. 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 employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

## **NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, 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 wide variety of confidential information, including personnel records, lawsuits and client records.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in environmental science or related field and a minimum of two years' experience in municipal setting administering wetlands and Conservation regulations; or equivalent combination of education and experience. Knowledge of Massachusetts DEP regulations and policies required. Experience with ArcMap GIS helpful.

## **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Thorough knowledge of principles and practices of land protection and management, wetland ecology, and related state and local land use laws. Knowledge of Massachusetts Wetlands Protection Act, 310 CMR 10, and MS4 stormwater permitting regulations. Familiarity with erosion control techniques, retention and detention ponds. Familiarity with Massachusetts Open Space and Recreation Plan requirements.

Abilities: Ability to read and interpret architectural and engineering documents, including civil, traffic and landscaping specifications, site plans, elevations, and other drawings to communicate effectively and persuasively, orally and in writing. Ability to work with members of the public, project proponents, Town employees, Town officials, and other state and federal governmental agencies in a constructive and professional manner. Ability to meet deadlines and work under pressure. Ability to handle problems effectively in response to day-to-day crises. Ability to work independently. Ability to maintain, manage, and organize records.

Skill: Skills in wetland delineation and identification of local plants, wildlife, and vernal pools. Excellent conceptual, analytical, verbal and written communication skills. Excellent organizational skills. Excellent skill in the use of web-based applications and all work-related software applications, such as GIS.

## **WORK ENVIRONMENT**

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. May be exposed to elements, but work can typically be rescheduled to avoid harsh elements.

## **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.

### **Visual Skills**

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