



<b>Job Title</b>	Director of Conservation
<b>Department</b>	Planning & Community Development
<b>Employment Status</b>	Full-Time
<b>Exempt/Nonexempt Status</b>	Exempt

### Scope of Work

Under the general supervision of the Director of Planning & Community Development, performs professional and technical work in serving as principal staff and advisor to the Conservation Commission. Develops strategies and materials to address Needham's natural resources and administers the Wetlands Protection Act, the River's Protection Act and the local Wetlands Bylaw and Regulations. Responsible for managing all Town Conservation Land. Responsible for promoting and enhancing natural resources protection. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgement and initiative in completing tasks. Uses professional expertise, critical thinking and interpersonal skills to accomplish varied functions that range from routine to complex.

### Supervision

<b>Received</b>	Director of Planning and Community Development
<b>Exercised</b>	Supervision of one full time employee

### Essential Job Functions

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.*

- Serve as principal staff member to the Conservation Commission and its subcommittees; reviews projects related to Wetlands and River Protection Acts and the local Needham Wetlands Protection Bylaw and Regulations; performs field inspections; reviews wetland delineations for accuracy; prepares recommendations to the Conservation Commission; develops Findings and Conditions; investigates and enforces wetland violations; and confirms compliance with Orders of Conditions.
- Provides leadership on Town conservation issues, represents the Town in local, regional and state conservation initiatives, and serves as the day-to-day point of contact for state and federal agencies, nonprofit organizations, applicants, engineers, attorneys and the general public on conservation matters.
- Develops strategies and materials to achieve success for the Conservation Commission initiatives and compliance with applicable laws and regulations.
- Evaluates and drafts local bylaws, regulations, and policies for Conservation Commission review and adoption.

- Provides staff support to Conservation Commission subcommittees and recommends development of new committees as identified.
- Participates in periodic updates to the Open Space and Recreation Plan (OSRP), including managing consultants, reviewing and revising narrative and maps, conducting public meetings, soliciting and incorporating feedback, and developing recommendations to guide the Town to meet open space objectives. Implements recommendations from the OSRP, coordinates with other Town staff and boards to implement recommendations to achieve Open Space and Recreation goals and objectives.
- Represent the Conservation Commission and Town at regional and state-wide conferences; provides committee and community support. Acts as liaison with other state, federal and private environmental and natural resource agencies and organizations.
- Prepares and recommends budget to the Director of Planning and Community Development; recommends expenditures; and administers approved funds.
- Prepares Division reports and oversees maintenance of records, maps and files.
- Prepared Grant applications to the Community Preservation Committee and other funding opportunities; manages Grants, and approved funds.
- Provides public information and educational programs on natural resources and the environment; provides public assistance regarding conservation issues and matters.
- Manages the Town's Conservation Lands, including developing land management plans that provide a diversity of habitats and other conservation values.
- Acts as the staff for the Needham Trails Advisory Committee including scheduling of meetings, presenting proposed projects, setting trail priorities, identifying potential funding sources, and discussing future trail connections.
- Provides guidance to other Town Departments as requested, including performing wetland delineations on town projects; and permitting guidance for large and often complex projects.
- Participates in professional development; keeps current and informs the Commission on important regulatory and legal developments.
- Performs special projects and related responsibilities as initiated and requested.
- Assures legal requirements are met including postings, legal notices, minutes, decisions, and other records.
- With other division staff, conduct on-site inspections related to filings submitted to the Commission under the Wetlands Protection Act; evaluate and validate key scientific, engineering, design, and legal data; and advises the Commission on issues, problems, and findings. For complex or unusual projects submitted under the Act and the Bylaw, acts as the primary project reviewer within the department.
- Supervise the preparation of draft Orders of Conditions including key technical requirements and performance standards for Conservation Commission review and approval. Work with applicants and their professional representatives, including site visits, preliminary project review, and consultation, to ensure that proposed projects are appropriately conditioned to protect environmental and conservation values and interests.
- Oversee projects related to the Wetlands Protection Act and Wetlands Protection Bylaw; develop policies and procedures for wetlands permit-related applications; oversees the review and evaluation of all applications for conformity to regulations, and advise the Commission on items such as resource designation, storm water management, pollution prevention, erosion control, wildlife and wildlife habitat preservation, open-space and agriculture preservation, groundwater protection, and nature feature and resource protection.

- Participate as conservation liaison in town-wide committees and working groups, community groups, government agencies, and regional conservation efforts to represent conservation-related interests. Provide technical assistance with the development of town-wide bylaws and/or regulations that have conservation-related interests.
- Manage conservation division budget and accounts, including personnel services, expenditures, and capital projects. Provide day-to-day supervision and annual performance evaluation of conservation division staff.
- Through review and research, identifies non-compliance or violations; investigate complaints; issue Notices of Non-Compliance, Enforcement Orders, and Emergency Certification relative to violations of criminal statute in consultation with the Conservation Commission Chairman. Provide detailed recommendations for compliance and stop work in progress when required.
- Manage the administration of the Ridge Hill Reservation and the implementation of the Ridge Hill Ecological Management Plan; conduct research on selected projects, including Federal, State, and private funding for the acquisition of open space; and research, prepare, coordinate, and follow up on grant applications.
- Supervise the maintenance of division records, maps, reports, plans and other materials. Manage Conservation Commission website content including public education and outreach. Serve as liaison on Town boards, community groups, government agencies, and regional conservation efforts; respond to inquiries from the public relative to departmental procedures and operations; assist the public in understanding the Wetlands laws and provide information for individuals filing with the Commission.

### **Other Job Functions**

- Perform related duties as assigned. Carries out supervisory responsibilities in accordance with policies and applicable laws. Responsibilities include interviewing and training employees; planning; assigning and directing work; appraising performance; addressing complaints and resolving problems; and making recommendations concerning employee hiring, rewards or discipline.
- Keep current memberships and attend annual meetings in applicable organizations including: the Association of Massachusetts Wetlands Scientists (AMWS), Massachusetts Association of Conservation Commissioners (MACC), the Society of Wetland Scientists (SWS) and the Association of Massachusetts Wetlands Scientists (AMWS).

### **Requirements of Work**

Graduation from a college or university with a Bachelor's Degree in environmental science, conservation biology, or a related field, with four to six (4 – 6) years of experience relevant to the position.

### **Knowledge, Ability, and Skill**

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Knowledge of MA Wetlands Protection Act (MGL Chapter 131, Section 40) and Needham Wetlands Protection Bylaw (Article 6).</li> <li>• Demonstrated knowledge of other federal and state environmental laws associated with conservation.</li> <li>• Thorough knowledge of departmental operations.</li> </ul>
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<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Ability to obtain a thorough knowledge of federal, state, and local wetland laws, regulations and bylaws, rare species regulations, wetland functions and values, wetland boundary delineation, land management and conservation practices, and applicable policies, regulations and laws. Working knowledge of botany, geology, hydrology, forestry, natural communities, vernal pool identification and certification requirements, wildlife habitat evaluations, biodiversity, sustainability, and land use law.</li> <li>• Ability to prepare routine to complex correspondence and reports.</li> <li>• Ability to utilize excellent interpersonal skills; ability to communicate effectively both verbally and in writing; ability to effectively deal with all members of the public in a courteous and tactful manner; ability to establish and maintain good working relationships with co-workers.</li> <li>• Ability to read and critique complex site plans.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Demonstrated skill in planning and tracking information.</li> <li>• Computer skills.</li> <li>• Skill in compiling data and composing summary reports.</li> <li>• Ability to motivate and lead people.</li> <li>• Explain complex regulations and scientific data to the general public and applicants.</li> <li>• Ability to work with a high level of detail; ability to prioritize multiple tasks and deal effectively with interruptions; ability to identify and analyze complex issues and to develop appropriate recommendations.</li> <li>• Coordination of content with regard to the Commission website and social media presence.</li> </ul>

<b>Necessary Special Requirements</b>
<ul style="list-style-type: none"> <li>• Certification as a Professional Wetland Scientist (PWS), or ability to become Certified.</li> </ul>

<b>Physical Demands</b>
<p>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.</p> <ul style="list-style-type: none"> <li>• Some work is performed in the field, in thick woods, on steep slopes, and in wet areas. Frequent and extended periods of outside work, subject to all weather conditions including heat, high wind, rain, and deep snow. Frequent walking, standing, climbing, bending and lifting.</li> <li>• Often exposed to health hazards (Lyme Disease and West Nile Virus), and plant irritants such as poison ivy and thorny plants, and the hazards of site work associated with construction including noise and heavy equipment.</li> <li>• Some work is performed un a normal office environment, not subject to extreme variations of temperature, noise, odors etc. Majority of the work is performed in a quiet work environment, with frequent interruptions. Frequently subjected to the demands of other individuals and the volume and/or rapidity with which tasks must be completed.</li> </ul>

- Operates computer, printer, trail cameras, telephone, copier and all other standard office equipment. Frequent walking, standing, climbing; occasional requirement for sustained uncomfortable physical positions.
- May spend sustained periods of time on the computer or the telephone.

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*