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**POSITION DESCRIPTION****K-22****Town of Needham****10/2016**

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*Director of Conservation  
Planning and Community Development*

Under the general direction of the Director of Planning and Community Development and working directly with the Conservation Commission, performs professional and technical support in serving as principal staff and advisor to the Conservation Commission. Develops strategies and materials and oversees the administration of the Massachusetts Wetlands Protection Act, Needham Wetlands Protection Bylaw and all Town conservation land. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under this position's control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. This position is called upon to handle a significant amount of detail, each varying from the other in substance and content, requiring this position to approach workload with flexibility.

***Duties:***

Serves as principal staff member to the Conservation Commission and its subcommittees; oversees projects related to the Wetlands Protection Act and Wetlands Protection Bylaw.

Develops policies and procedures for wetlands permit-related applications, in accordance with current state and local regulations and MA Department of Environmental Protection policies and guidance.

Participates as conservation liaison in town-wide committees and working groups, community groups, government agencies, and regional conservation effort to represent conservation-related interests. Provides technical assistance with the development of town-wide bylaws and/or regulations that have conservation-related interests.

Manages conservation division budgets and accounts, including personnel services, expenditures, and capital projects. Provides day-to-day supervision and annual performance evaluation of conservation division staff.

Supervises administrative duties of Conservation Specialist, including, but not limited to: scheduling of Conservation Commission meetings and posting of hearing notices; preparation and distribution of meeting agendas based on filings and requests; preparation and distribution of meeting minutes; and preparation of building permit reviews and demolition memorandums.

Participates in Conservation Commission meetings and follow-up on matters generated at meetings as requested. This position requires attendance of two (2) evening meetings per month.

Oversees the review and evaluation of all wetlands-related permit applications for conformity to state, and local 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. Evaluates and validates key scientific, engineering, design, and legal data for all wetlands filings submitted to the Commission, 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.

Supervises the preparation of draft Orders of Conditions including key technical requirements and performance standards for Conservation Commission review and approval. Works 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.

With other division staff, conducts on-site inspections related to filings submitted to the Commission under the Wetlands Protection Act; processes forms, evaluates findings, and submits recommendations to the Commission within statutory timeframes; and monitors construction to ensure compliance with Orders of Conditions.

Through normal review and research, identifies non-compliance or violations; investigates complaints; issues Notices of Non-Compliance, Enforcement Orders, and Emergency Certification relative to violations of criminal statute in consultation with the Conservation Commission Chairman. Provides detailed recommendations for compliance and stop work in progress when required.

Manages the administration of the Ridge Hill Reservation and the implementation of the Ridge Hill Ecological Management Plan; conducts research on selected projects, including Federal, State, and private funding for the acquisition of open space; conducts site inspections of parcels under consideration for acquisition; and researches, prepares, coordinates, and follows up on grant applications.

Supervises the maintenance of division records, maps, reports, plans and other materials. Manages Conservation Commission website content including public education and outreach. Serves as liaison with other Town boards, community groups, government agencies, and regional conservation efforts; respond to inquiries from the general public relative to departmental procedures and operations; assist the public in understanding the Wetlands laws and provide information for individuals filing with the Commission; and perform other related duties as required or directed by the Director or Commission.

***Basic Knowledge:***

Duties require specific knowledge of MA Wetlands Protection Act (MGL Chapter 131, Section 40) and Needham Wetlands Protection Bylaw( Article 6) and the associated regulations, and demonstrated general knowledge of other federal and state environmental laws regulations pertinent to conservation-related topics. Demonstrated ability to identify wetland flora and fauna, and ability to critique complex wetland delineations and wildlife habitat evaluations in accordance with state and local requirements equivalent to a bachelor's degree in environmental science, conservation biology, or a related field. Master's degree preferred.

***Experience:***

Position requires six to eight years of conservation-related experience in a professional setting.

***Independent Action:***

Incumbent reports to the Department Manager and Commission with minimal supervision, functions independently within the broad scope of the Commission's statutory responsibilities, policies and goals, referring specific problems to the Department Manager/Chairman or his or her designee. Incumbent must provide reliable transportation.

***Supervisory Responsibility:***

Provide direct supervision to one part-time staff member and functional supervision to a second part-time staff member.

***Physical and Environmental Standards:***

- Standard office environment, subject to normal variations in temperature, noise, etc.
- Frequent periods supervising or inspecting in non-office environments, including garages, water supply stations, sewer facilities, landfills, parks and recreational areas.
- Regular periods spent outside subject to weather conditions while inspecting or directing work.
- Frequent walking, standing, climbing; occasional requirement for sustained uncomfortable physical positions.
- Some exposure to high noise and vibration levels from heavy equipment.
- May spend sustained periods at terminal or on telephone.

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