TOWN OF NORTON
MUNICIPAL CENTER
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TOWN OF NORTON
EMPLOYMENT OPPORTUNITY

FULL-TIME CONSERVATION DIRECTOR

The Town of Norton seeks qualified applicants for its Full-Time Conservation Director position. The Director works under the general direction of the Town Manager. This position is responsible for the administration and enforcement of the Wetlands Protection Act and applicable regulations along with town bylaws. The Conservation Agent serves as the liaison to the Conservation Commission, accepts permit applications, assists applicants, provides information and serves on various committees as needed.

Please submit cover letter, employment application, copies of license(s)/certification(s), and resume with four professional references to the Town Manager’s Office, Norton Municipal Center, 70 East Main Street, Norton, MA 02766. This position will remain open until filled, but a review of applications will begin August 19, 2021. EOE.

Post:  Town Hall Bulletin Board (08/02/21)
       Town Web Site (www.nortonma.org)
       The Beacon (www.mma.org)

pc:  Select Board
Definition
Represents the Town with regards to all federal, state and regional programs or projects concerning conservation or the environment. Specifically, administrative, technical and inspection work in coordinating local conservation efforts, in enforcing the provision of conservation and wetlands protection laws and regulations, and in providing technical assistance to the Conservation Commission and Town Manager; all other related work as required.

Supervision
Works under the general direction of the Town Manager on a daily basis.

Performs duties of a responsible nature involving substantial independent judgment in carrying out the policies of the Conservation Commission and in making recommendations concerning land use management and land acquisition and other programs or projects related to the environment.

Job Environment
Work is frequently performed in the field, with exposure to all types of weather conditions, and hazards associated with construction sites.

Operates computers, telephone and other office equipment; occasional use of shovels, spades and other light hand tools.

Makes frequent contacts with local, regional and state officials, developers, contractors, engineers, other Town departments and personnel, and the public, requiring discretion and tact.

Errors in the application of conservation procedures or in the interpretation of state and local legislation could adversely affect community development and short and long term conservation efforts; errors could result in personal danger and endanger health and public safety.

May have access to a limited amount of department related confidential information.

Supervises one full or part time clerical employee in routine duties.
**Essential Functions**

Administers the provisions of state and local conservation laws and regulations; reviews permit applications for compliance with wetland laws; works with applicants and engineers to achieve compliance; reports to the Conservation Commission concerning application compliance; drafts site specific permit conditions; delineates wetlands and reviews proposed wetlands delineation.

Performs site review and investigation of potential project areas; initiate enforcement actions for infractions of wetland laws; monitors for compliance.

Prepares Annual Town Report and Budget.

Participates in FEMA Community Rating System (CRS) floodplain program, making floodplain determinations for residents, potential buyers, realtors, builders, appraisers, etc.

Communicates with other Town departments, boards, inspectors, and local, state and federal agencies to insure coordination of all environmental issues.

Monitors and maintains proper function of, and keeps reports on, the Norton Reservoir and Chartley Pond Dams.

Assists Commission with preparation of grants, technical reports, research and interpretation of data, and other related duties, as required.

Maintains inventory of public and private open space parcels within the Town.

Maintains town owned conservation property and assists the Conservation Commission in augmenting existing areas.

Keeps abreast of the continuously changing federal and state wetlands protection policies and regulations.

Attends all Conservation Commission and Town meetings; attends Select Board, Planning Board, Board of Health, Norton Land Preservation Society, SRPEDD meetings, etc., as required.
Recommended Minimum Qualifications

Education and Experience
Bachelor's degree in Environmental Science, National Resource Management, or a related field; plus two years' experience in conservation activities, environmental planning, or a related field; or any equivalent combination of education and experience.

Knowledge, Ability and Skill
Thorough knowledge of Massachusetts Wetlands Protection Act and DEP Stormwater Management Handbook.

Ability to read, understand and interpret technical specifications, engineering plans and plot plans; ability to interpret regulations firmly, tactfully and impartially.

Ability to communicate well, conduct independent research and interpret results.

Driver's license required.

Physical Requirements
Moderate physical effort required in performing duties under varied conditions. Frequently required to reach and climb. Field work often involves bending, kneeling, twisting, traversing rough terrain and construction sites.

APPROVED BY THE TOWN MANAGER

Michael D. Yunits

7.27.2021
Date