

Position Description

Position Title: Conservation Agent
Department: Land Use

Job Summary

This position performs the administrative and enforcement tasks associated with maintaining compliance with the Wetlands Protection Act and the Lenox Scenic Mountain Act within the Town.

Supervision

Serves under the supervision of the Land Use Director with consistent and frequent interaction with Conservation Commission members. Involves a high degree of independent decision-making. Interacts with members of town departments, design professionals, conservation professionals, state employees and departments, and broader community members.

Major Duties (essential job functions)

- Administrative management of applications, active permits, and public meetings (including posting of public notices, meeting agendas and timely completion and posting of meeting minutes);
- Review of applications.
- Review of Building Permit and Zoning applications for possible permitting requirements;
- Management of email/office mail, being the main point of contact for residents/applicants for guidance on Commission business and permitting process.
- Distributes related information to the Commissioners and other Town departments and provides technical recommendations on compliance with the WPA and Scenic Mountain Act where possible.

Work Environment

Work is performed in a variety of environments including an office environment, public meetings, and varying outdoor environments, with exposure to sun, rain, mud, snow, ice, inclement weather, varied terrain, bugs, etc. likely.

Physical Requirements

Work requires moderate physical effort at times. Work may have to be performed outdoors in inclement weather and in undeveloped sites in Lenox, including on and off-trail.

Recommended Minimum Qualifications

Working knowledge of Wetlands Protection Act and State DEP regulations/policies. Knowledge of the applicable provision of Massachusetts General Laws concerning Conservation Commission operations. Knowledge of hydrology and stormwater issues and familiarity with wetland plants, soils, and erosion control techniques. Knowledge of the principles of land protection and management. Must possess valid driver's license. Bachelor's Degree (or higher) in Biology, Ecology, Natural Resource Management, or related field preferred.