



Town of Blandford
1 Russell Stage Road
Blandford, MA 01008

TOWN OF BLANDFORD CONSERVATION AGENT

DEFINITION

This position is responsible for providing technical and administrative assistance to the Conservation Commission.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types 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.

- Assisting the Conservation Commission in administering the Wetlands Protection Act and associated laws and town by-laws
- Developing draft and final permit approvals, orders of conditions and other Commission-issued permits as needed
- Attending Commission meetings, drafting agendas and meeting minutes
- Monitoring Commission mail, email, and voicemail
- Performing on-site inspections, verifying wetland resource boundaries, and reviewing applications
- Holding standing regular office hours
- Monitoring Commission Voicemail, US Mail, and e-mail
- Performing similar or related work as required or assigned

EDUCATION AND EXPERIENCE

Bachelor's degree and one year of conservation agent experience; or any equivalent combination of education, training, and experience.

WORK ENVIRONMENT

The nature of duties involves working in an office setting but also outdoors, regardless of weather conditions.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Administrative work is conducted in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. Occasionally, work may require lifting objects, such as file boxes and carrying them (up to 25 lbs.). There may be a need to stretch and reach to retrieve materials. Outdoor site inspections may require traversing uneven, wet, or steep terrain.

Motor Skills

Duties require 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.

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