

**Town of Holliston
Conservation Commission
Part-Time Conservation Agent**

The Holliston Conservation Commission is seeking a part-time Conservation Agent to provide technical guidance and support for the administration and enforcement of the state Wetlands and Rivers Protection Acts and the Holliston Wetlands Protection Bylaw. The Agent provides technical and educational outreach and assistance on wetlands issues to Town boards and committees, to the general public, and to private and public state, regional and local organizations.

This position is 20 hours per week including attendance at bi-weekly evening meetings, and requires an associate's degree in environmental sciences or related field (bachelor's degree is preferred); 2 years of professional experience in wetlands law administration and enforcement including on-site wetlands evaluation; or any equivalent combination of education or experience. Applicant must have strong communication, organization, and computer literacy skills.

Essential Functions: Works under the direction of the Conservation Commission Chair; administers the daily operations of the Commission. Processes applications, reviews site plans to determine conformance with established regulations and prepares reports, conducts site visits, confirms/delineates wetland lines and related resource areas, attends bi-weekly evening Commission meetings, enforcement authority for all Commission matters. Oversee implementation of the Town's Open Space and Recreation Plan, and other related land use projects. Assists the Commission with grant writing and project management on open space acquisition and recreation projects. Works with other municipal departments and municipal consultants as in-house conservation specialist. Municipal liaison with state and federal agencies on all conservation and wetland matters. Grant writing, computer and GIS skills. Other duties as warranted.

Education and Experience: Bachelor's degree in Environmental Science, Land Use Management or related academic field; minimum of two years experience in conservation activities/environmental planning or related field or any combination of education and experience.

Knowledge Ability and Skill: Through knowledge of local, state, and federal wetland and stormwater regulations including the Massachusetts Wetland Protections Act, DEP stormwater management regulations, River Protection Act. Ability to interpret regulations accurately. Ability to conduct independent research. Daily interaction with the public. Strong writing and interpersonal skills.

Candidates should have strong written and oral communication skills, working knowledge of the state Wetlands and Rivers Protection Acts and related regulations and wetland delineation experience; a minimum of two years work experience in environmental science or related area; and a Bachelor's Degree in Environmental Science, Hydrology, Soil Science, Engineering or related field or equivalent work experience.