

DECEMBER 2010

Town of Chilmark - Position Description - November 2001

POSITION TITLE: **Conservation Officer**

II. SUPERVISOR: Executive Secretary

III. GENERAL DESCRIPTION OF DUTIES: Enforcement of environmental laws, rules and regulations at the direction of the Conservation Commission or Executive Secretary.

IV. DUTIES AND RESPONSIBILITIES:

A. Inspect sites as requested by the Commission or a homeowner. Investigate complaints regarding violations of environmental protection regulations and prepare reports on findings for the appropriate parties (Conservation Commission, DEP, etc.) for further action.

~~B. Inspect and flag wetlands upon the request of property owners or their agents.~~

~~B.C.~~ Assist the public with the filing procedures and Board/Commission questions.

~~C.D.~~ Attend Conservation Commission meetings and site visits.

~~D.E.~~ Advise Commission of findings, problems and concerns. Also, advise on proposed prevention and remediation.

E. ISSUES ENFORCEMENT ORDERS AND ACTS FOR THE COMMISSION IN EMERGENCIES.

The essential functions or duties listed 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.

These duties shall be performed appropriately to represent the decisions and policies of the Board and with respect of and confidentiality for the applicants and Board.

Educate self in Massachusetts General Laws and other sources as they pertain to the Commission's practices and procedures; review changes in requirements; at the discretion of the Executive Secretary and Commission Chairman, attends classes to keep the Board up to date.

V. SUPERVISORY RESPONSIBILITIES: None

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

A. Knowledge of State regulations, Town bylaws and practices as they relate to the responsibilities of the Commission.

~~B. Knowledge and training in the fields of botany, soil science and geology sufficient to allow rapid determination of wetlands and their values.~~

~~B.C.~~ Ability to work with little day-to-day supervision.

~~C.D.~~ Ability to present public policy issues to the Commission in a clear and concise manner.

~~D.E.~~ Ability to communicate effectively with town employees, state and local officials, and the general public.

~~E.F.~~ Respect for the privacy of coworkers and the public we serve.

VII. POSITION GRADE LEVEL & TIME REQUIREMENT: No Grade; Stipend Pay: FY Budget (\$2,350); ~~Wetlands Protection Fund (\$3,000)~~ ^{\$5,000 (Over)}

Approved by: The Personnel Board Date:
Reviewed by: Board of Selectmen Date:
 Cons. Commission Date:

Chairman:
Chairman:
Chairman:
