

Town of Halifax
Help Wanted
Conservation Commission
Conservation Agent
Part-Time / 24-32 hours per week

The Town of Halifax is seeking a qualified candidate for the position of **Conservation Agent** in the Conservation Commission Office. This position has the ability to work up to 32 hours per week.

Appointed by the Board of Selectmen, and reporting to the Town Administrator, the Conservation Agent will serve as an advisor to the Conservation Commission and assist them in fulfilling their statutory and regulatory duties including, but not limited to, conducting inspections and site-visits, establishing policies and directives, approving permits and applications, and enforcing local, state, and federal laws and regulations.

This position will be responsible for facilitating the administration and enforcement of the Massachusetts Wetlands Protection Act (WPA) and Town's Wetlands Protection By-Law (Chapter 164) in addition to the planning, acquisition, administration, and management of municipal conservation land.

Responsibilities of the Conservation Agent also include, but are not limited to, insuring compliance with applicable legal requirements for meeting and public hearing postings as well as decisions and determinations made by the Conservation Commission, participating in Massachusetts' Department of Environmental Protection (DEP) proceedings and court appeals as directed, and providing assistance to and working with other local, state, and federal departments and public bodies on wetlands, conservation, and environmental protection matters and issues.

Candidates should be familiar with the Massachusetts Open Meeting Law (OML), Public Records Law (FOIA), and Ethics Law, possess a strong working knowledge of all local, state, and federal laws applicable to the function and jurisdiction of the Conservation Commission, have a thorough understanding of principles and practices pertaining to land management, protection, and conservation, and be able to establish and maintain effective and collaborative relationships with peers and the public.

Applicants must have a Bachelor's Degree in Public Health, Environmental Health, Biology, or other related science field and at least four (4) years of technical or professional experience in the areas of wetlands protection, land conservation, environmental management, or related field, preferably in a municipal environment; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. A valid Massachusetts Driver's license is required. As a condition of employment, the applicant must be CORI certified.

Pay rate: \$23.53 - \$31.77 per hour (Grade 5). This position is eligible for benefits.

Application, resume and any associated documents must be returned to the Board of Selectmen's Office, Halifax Town Hall, 499 Plymouth Street, Halifax, MA 02338 or submitted via email to Apply@halifax-ma.org (specify "*Conservation Agent*" in the subject-line) by Wednesday, March 27th, 2024, at 3 pm for first review. This position will be posted until filled. Full job description and employment application are available for download at halifax-ma.org/apply.

The Town of Halifax is an equal opportunity employer.