#10-26

TOWN OF MEDWAY

PART-TIME CONSERVATION TECHNICIAN

POSITION PURPOSE:

The Part-time Conservation Technician provides support to the Conservation Agent related to the Conservation Commission's statutory responsibilities under the Wetlands Protection Act and the Medway General Bylaws (wetlands and stormwater).

ESSENTIAL FUNCTIONS:

Assists in performing a variety of complex administrative, professional, and technical work in connection with the management of town-owned conservation land, and the administration of Massachusetts Wetlands Protection Act and its Implementing Regulations (WPA) and the Medway General Bylaw Article 21 (Wetlands), Article 26 (Stormwater),and Article 31 (Tree Preservation).

Land and Conservation Restriction Stewardship

Assist with stewardship of the town's conservation land and conservation restrictions. This includes:

- Assisting with the administration of various land management projects.
- Documenting any encroachments or violations and working with staff to seek resolution.
- Assisting with conservation restriction and boundary monitoring
- Trail Assessment

Wetland Protection Act Permitting

Assist with the administration of the WPA. This includes:

- Assist the Conservation Agent to address inquiries, provide procedural and permit filing information related to the WPA and Bylaw, Conservation Commission policies, and document complaints.
- Review Building, Planning, and Zoning Applications, and Board of Health permits to ensure compliance with the WPA and local Bylaws.
- Assist with distribution of permit applications and preparation of decisions, meeting materials for public hearing and meetings
- Conducts site visits to ensure construction projects are in compliance with the Wetland Protection Act and Bylaw permits

Conservation Office Tasks

- Assist with office operations including answering phones and interacting with visitors to the office (public, contractors, engineers, attorneys etc.),
- Prepare outreach and educational material
- Work on special research projects as needed
- Assist with open active grants and other projects undertaken and overseen by the Agent/Commission
- Collects, records, and deposits fees for permits
- Maintains a wide variety of records
- Performs other related duties as required, directed, or as the situation dictates

SUPERVISION:
Works under the direction of the Conservation Agent.

MINIMUM QUALIFICATIONS
EDUCATION and EXPERIENCE:
Bachelor's degree in environmental studies, planning, or a related field preferred; at least one year of experience in the administration of the Wetlands Protection Act and/or land management related tasks; or an equivalent combination of education and experience. Valid State motor vehicle operator's license and insured personal vehicle.

This is a part-time, 15 hours/week, non-union position. The hourly wage is $26.52 per hour. The position will be open until filled.

Please email your application and resume to jsheehan@medwayma.gov or mail it to the Human Resources Manager, Town Hall, 155 Village Street, Medway, MA 02053. The application can be found here. Application

For more details about the position, click here: https://storage.googleapis.com/juniper-media-library/117/2026/10/Part time Conservation Technician-2.pdf

The Town of Medway is an Equal Opportunity Employer.