



## TOWN OF GROTON

173 Main Street  
Groton, MA 01450

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## Conservation Administrator

The Town of Groton Conservation Commission ("GCC") is accepting applications for a Conservation Administrator. The annual salary range for this position is \$58,729-\$73,908 based on experience. This position is 40 hours per week.

Responsibilities include wetlands protection and general open space/natural resource protection; leading the GCC in planning, acquisition, and management of municipal conservation land. Assists, interprets, and sets direction in the administration and enforcement of the MA Wetlands Protection Act and regulations, and the Groton Wetlands Protection Bylaw. Experience with grants and funding required. Researches and proposes management approaches and plans that promote a diversity of habitats and assures other conservation values are incorporated into ST/LT planning strategies. Oversees trail building and maintenance, signage, and clean up. Must have working knowledge of the MA Wetlands Protection Act [MGL Ch. 131, Section 40]. Monitor construction to ensure compliance with Orders of Conditions. Identify non-compliance or violations and investigate complaints. Provide technical assistance to the public relative to various environmental regulations. Must have excellent communication and interpersonal skills as well as the ability to work well under public scrutiny. Ability to multi-task and work independently. Ability to interpret topographical maps, construction site plans, and stormwater management reports. A bachelor's degree in environmental science or related field and a minimum five years' experience in wetlands protect, land conservation environmental management or related field; or equivalent combination of education and experience. Valid driver's license and vehicle required.

Apply to Human Resources Department, Town Hall, 173 Main St., Groton, MA 01450 or email [humanresources@townofgroton.org](mailto:humanresources@townofgroton.org). For questions call 978.448.1145. Job description available upon request. Applications can be found on the Groton Town website, [www.townofgroton.org](http://www.townofgroton.org).

**Application deadline is June 2, 2017**

*The Town of Groton is an Equal Opportunity Employer*