

**TOWN OF PROVINCETOWN
ENVIRONMENTAL PLANNER/CONSERVATION AGENT
Non- Union Grade 12**

DEFINITION:

Performs administrative and technical support functions for the Conservation Commission and environmental planning function for the Town. Responsible for ensuring compliance with state and local environmental regulations and Bylaws, management of conservation land, environmental and sustainability planning, grant application and administration. Maintains and improves the efficiency and effectiveness of all areas under his/her direction and control. Performs all other related work as required.

The successful candidate must have the necessary work-related and/or educational experience to adequately perform the job duties at the time of hiring.

SUPERVISION RECEIVED:

The Environmental Planner/Conservation Agent will provide administrative and technical support to the Provincetown Conservation Commission and will report to the Community Development Director or his/her designee on a day-to-day basis.

SUPERVISION EXERCISED:

Supervision of volunteers and interns

JOB ENVIRONMENT:

- Work under moderate noise level.
- A large percentage of time will be spent away from a desk either standing, stooping, kneeling, crouching, or crawling.
- Lift, handle and manipulate, on occasion at least 50 lbs, normally less.
- Must have good stamina and not tire easily.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below 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.)

- Administer and enforce the Wetlands Protection Act and the Provincetown Wetlands Protection Bylaw; including conducting field inspections of ongoing projects for compliance with all conditions imposed by the Conservation Commission and issuing enforcement orders if necessary.
- Prepare updates and revisions to conservation and environment-related bylaws, regulations, and performance standards as necessary.
- Advise project proponents and applicants of the required elements of the permitting process; wait on the general public at the counter and on the telephone in order to

provide technical assistance and response to inquiries related to proposed and pending projects.

- Review all development and redevelopment applications to ensure compliance with state and local regulations related to protected wetlands resource areas.
- Administer and oversee the Green Communities grant program, which includes working with Town department heads and consultants to prepare annual reports and grant project reports, to identify energy efficiency opportunities in capital improvement projects eligible for grant funding, and to oversee grant administration and compliance.
- Discuss pending projects with the Conservation Commission.
- Prepare Orders of Conditions and other wetlands-related permits as approved by the Conservation Commission.
- Investigate and respond to potential wetlands violations.
- Communicate regularly with other Community Development staff and other town departments regarding development projects, regulatory enforcement actions, environmental planning efforts, and resilience and energy efficiency projects.
- Attend Conservation Commission meetings, Select Board meetings, and other evening meetings as determined by the Town Manager or the Community Development Director.
- Serve as a member or staff liaison to town committees, such as the Open Space Committee, the Coastal Resiliency Advisory Committee, and/or the Recycling and Renewable Energy Committee, and to regional committees such as the Cape & Islands Conservation Agent Network and the Barnstable County Coastal Resources Subcommittee.
- Oversee implementation and updates of the Town's Open Space and Recreation Plan.
- Manage and implement land protection initiatives in accordance with the recommendations of the Open Space and Recreation Plan and the Local Comprehensive Plan, including pre-acquisition planning (appraisal, negotiation, consultation with Town counsel, etc.), preparation presentations to Town Meeting, and oversight and management of consultants and grant administration.
- Develop and implement a comprehensive open space/resource management program, including the maintenance and management of the Town's existing open space properties; Oversee and manage budget, procurement, and volunteer staffing of maintenance projects; Work with the B Street Garden Advisory Group to manage, maintain, and improve community garden operations and membership.
- Prepare grant applications on a variety of grant projects, as determined necessary by the Town Manager, the Community Development Director, the Open Space Committee, and the Conservation Commission.
- Prepare environmental planning analysis and reports on a variety of development issues affecting the Town.
- Develop and oversee environmental planning initiatives to address sustainability and to create long-term environmental vitality within Provincetown, including resiliency to the expected impacts associated with a changing climate, energy efficiency/reduction of greenhouse gas emissions, reduction of waste, and prevention of pollution and environmental impacts.
- Develop and implement capital improvement projects for the planning, design, engineering, and/or construction of coastal storm resiliency and flood mitigation projects; Identify, pursue, and administer grant funding and annual reporting through

- state Municipal Vulnerability Preparedness (MVP) and Coastal Zone Management (CZM) grants and Federal Emergency Management Agency (FEMA) grant programs.
- Manage required periodic updates of the Town's MVP plan and federal Hazard Mitigation Plan; Oversee public outreach on planning goals and objectives.
 - Work with counterparts in neighboring municipalities. Cape Cod Commission and Cape Cod Cooperative Extension to plan and implement regional climate change resilience planning, flood hazard mitigation, and capital projects.
 - Report to Select Board on status of environmental planning and climate change resilience projects.
 - Perform similar or related work as required, directed by the Town Manager or the Community Development Director, or requested by the Conservation Commission or the Open Space Committee, or as the situation dictates.

RECOMMENDED MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Bachelor's degree in environmental science, planning, public administration or related field preferred; three (3) years of experience as a Conservation Agent or in municipal land use practices and procedures, including environmental permitting and planning; or any equivalent combination of education and experience.
- Knowledge of sustainability and climate change resilience planning and relevant county, state, and federal grant funding programs. MACC and/or AICP certification preferable. GIS experience highly desired.
- Possession of a valid Massachusetts motor vehicle operator's license and available vehicle.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of conservation, planning and community development and related activities. Working knowledge of the Wetlands Protection Act, Chapter 91 (Mass. Public Waterfront Act), local bylaws, state and federal statutes governing municipal planning and land use, natural resources management, coastal zone management, and floodplain management; Knowledge of Conservation Commission filing and procedures. Knowledge of the practices and principles of public administration and the structure of town government.

Ability: Ability to establish and maintain working relationships with organizations, town departments and officials. Ability to interpret and enforce State Wetlands Protection Act and Town Wetlands Protection Bylaw. Ability to communicate effectively. Ability to understand complex documents. Ability to read site plans and planting plans. Ability to operate standard office equipment. Ability to operate a motor vehicle. Ability to read plans and diagrams. Ability to communicate effectively in writing and verbally.

Skill: Excellent planning and organizational skills; Effective written and verbal communication skills; Strong interpersonal and problem-solving skills; Proven grant writing skills; Skill in the use of Microsoft Office, Outlook, and GIS.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

