

**Southborough Conservation Commission**  
**Position Description for Part-Time Conservation Scientist/Environmental Officer**

Scope of the Position

Provides technical and scientific review for the Conservation Commission in carrying out its responsibilities under the Conservation Commission Act, Wetlands Protection Act, Rivers Protection Act, DEP Stormwater Regulations, Southborough Wetlands Bylaw and Regulations, Southborough Stormwater and Erosion Control Bylaw and Regulations, and other relevant town bylaws and regulations. Acts as a scientist, environmental officer, and consultant for the Commission. This Consultant position reports directly to the Conservation Commission, works with the Conservation Administrator, and is approximately 10 hours per week with no benefits.

Duties and Responsibilities

1. Review project applications and provide detailed technical review and on-site inspections related to wetlands delineations, compliance with WPA and local bylaw performance standards, stormwater regulations, sensitive areas, wildlife habitat, and drainage-related issues.
2. Provide scientific, technical and regulatory advice to the Commission regarding proposed projects and their potential impacts to resource areas.
3. Investigate complaints and respond to public inquiries regarding environmental issues or environmental compliance; coordinate and execute enforcement actions.
4. Perform regular inspections of ongoing construction projects for compliance with Orders of Conditions and Stormwater Management Permits. Inspect projects for Certificates of Compliance upon completion.
5. Attend project review meetings, MEPA sessions and DEP appeal meetings as the Commission's representative. Review proposed projects and draft Commission comments.
6. Attend Conservation Commission meetings, hearings and discussions as needed. Draft Special Conditions for Orders of Conditions, Stormwater Management Permits, or other Commission-issued permits as needed.
7. Assures Commission participation in DEP and court appeals. At direction of Commission, consults with Town Counsel and assist in the preparation of testimony and other documents.
8. Create GIS maps as needed.
9. Maintain scheduled office hours in the Town Hall.

Qualifications

- Advanced degree in wetlands science, environmental science, natural resources, environmental conservation, botany or related field.
- Min. 10 years experience in wetlands science, wetlands protection, environmental consulting or management, land conservation or related field.
- Working knowledge of statutes and regulations applicable to the jurisdiction of the Conservation Commission, including federal, state and local.
- Detailed understanding of DEP Stormwater Regulations, wetland science including botany, soil science, vernal pools, and hydrology.
- Working knowledge of geology and hydrology, erosion control techniques, drainage structures, and Low Impact Development strategies.
- Familiarity and competency with Arc-GIS systems.
- Ability to communicate clearly in oral, written and graphic form.
- Working knowledge of Massachusetts local plants, natural communities, and wildlife.
- Ability to interpret technical data, read engineering maps and plans, and critically analyze information.

Send Cover letter and Resume to: Beth Rosenblum, Conservation Commission, 17 Common St., Southborough, MA 01772 or email: [brosenblum@southboroughma.com](mailto:brosenblum@southboroughma.com).