Town of Brewster
Job Description

<table>
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<tr>
<th>Position Title:</th>
<th>Natural Resource Officer</th>
<th>Grade Level:</th>
<th>Bylaw - II</th>
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<tr>
<td>Department</td>
<td>Natural Resources</td>
<td>Date:</td>
<td>May 2018</td>
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<td>Reports to:</td>
<td>Director of Natural Resources</td>
<td>FLSA Status</td>
<td>Non-exempt</td>
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**Statement of Duties:** Position performs a variety of environmental, administrative, ecological and law enforcement duties to protect and manage the Town’s shellfisheries, natural resources, waterways and conservation land. Enforces state, federal and Town statutes, ordinances, by-laws and regulations relating to shellfish, marine fisheries, wetlands, conservation and natural resources. The position protects the public health and assists in environmental and ecological management. Employee is required to perform all similar or related duties.

**Supervision Required:** Under the Direction of the Director of Natural Resources, employee plans, prioritizes, and carries out the regular work in accordance with Town policies, applicable state laws and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

**Supervisory Responsibility:** The employee, as a regular part of the job, provides regular supervision to department employees including shellfish wardens and volunteers.

**Confidentiality:** Employee has access to confidential information of the department, criminal investigations and lawsuits.

**Accountability:** Employee is responsible for solving minor problems and reporting larger potential problems. The nature of the work assures that errors are usually detected in succeeding operations. Consequences of errors or poor judgment may include time loss, missed deadlines or legal repercussions.

**Judgment:** The work requires the employee to examine, analyze and evaluate facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted operating practices. Guidelines include a large body of department policies, practices, and procedures, which may be complex or conflicting at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concern in decision making. The employee is required to understand, interpret, and apply federal, state and local regulations as necessary in response to situations.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a profession or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish
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the work.

Work Environment: Work is performed both in a typical office setting and out of doors with exposure to various and often unpleasant weather conditions. Work requires agility and physical strength, such as moving in and about construction sites, over rough terrain and confined spaces. May be required to work beyond normal business hours to attend meetings, events, patrols and respond to emergencies.

Nature and Purpose of Relationships: Relationships are primarily with co-workers, the public, groups, peers from other organizations and representatives of state and federal agencies. Courtesy, tact and diplomacy may be required to discuss controversial matters, resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Essential functions regularly present potential risk from exposure to extreme weather conditions. Safety precautions, training or protective clothing, such as coats, gloves, boots, glasses or hard hats may be required.

Essential Functions:
The essential functions or duties listed below are intended only as illustrations of the various type 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.

Assists in the patrolling of conservation areas (ponds, beaches, open space, landings, etc) to enforce applicable statutes, by-laws, directives and regulations. Enforces all related laws and regulations, issues citations to violators, and provides testimony for court proceedings and other legal actions.

Supervise shellfish propagation projects, maintains all aspects of shellfish related to public health.

Prepare and maintain required activities logs, reports, documentation, records, manuals and submit to other agencies in accordance with applicable regulations and laws.

Minimum Qualifications:

Education and Experience: Bachelor’s degree in Natural Resources Management, Conservation, Environmental Science/Management or a related field; and two-plus years of experience in natural resources management, or related field; or an equivalent combination of education and experience, successful completion of the MA Shellfish Constable Training Course or equivalent experience.

Requirements and/or Certificates and Licenses: Valid Class D Motor Vehicle Driver’s license, hoisting license within one year of employment. Able to operate automobiles, trucks, and motor boats, operates a variety of equipment including hand and power tools.
Knowledge, Abilities and Skill

Knowledge: Comprehensive knowledge of local and state environmental and of Massachusetts Division of Marine Fisheries regulations. Working knowledge of fish, wildlife and natural resources theory and practice.

Abilities: Ability to enforce rules and regulations firmly and impartially. Ability to operate small boats, clam pumps and other shellfish propagation equipment. Able to operate typical office equipment including personal computers, copiers, radios and cell phones.

Skills: Proficient written and oral communication skills, use of personal computers and office software, mapping programs and GPS equipment.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position’s essential functions.

Physical Skills: Work requires moderate to strenuous physical effort; may be required to lift, move and/or push objects weighing 60lbs or more, as well as climb, stoop, crawl and kneel for extended periods of time. Must be able to swim.

Motor Skills: Duties may involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination in order to operate a motor vehicle, personal computer, or using hand tools.

Visual Skills: Position requires routine reading of documents, blueprints and reports for understanding.