

## TOWN OF EXETER

JOB TITLE: Conservation & Sustainability Planner

8/24/21

DEPARTMENT: Planning

POSITION NUMBER: 603

EMPLOYMENT STATUS: Full-Time, Non-Union

EXEMPT STATUS: Non-Exempt

LABOR GRADE: 9

**JOB SUMMARY:** The Conservation and Sustainability Planner is responsible for planning activities of the Town with an emphasis on issues related to natural resources, conservation, climate resiliency and sustainability. The position is responsible for making recommendations and providing support to the conservation commission, energy committee, sustainability advisory committee, and other town committees as assigned. The position will coordinate closely with all town departments, town boards and area residents to further resource protection and sustainability targets of the town.

**SUPERVISION RECEIVED:** This position receives general supervision and policy direction from the Town Planner, exercises a considerable degree of independent judgement and is evaluated by the Town Planner based upon the achievement of assigned goals and objectives.

**SUPERVISION EXERCISED:** Supervision of interns.

**ESSENTIAL DUTIES:** (The listed examples may not include all duties of the position)

1. Reviews land use applications for compliance with the master plan, local and state regulations, and provides recommendations to foster environmental protection, climate resilience and sustainability.
2. Oversees the preparation of agenda items, schedules meetings and provides staff support to the Conservation Commission, Energy Committee, and Sustainability Committee.
3. Coordinates with Town departments, Conservation Commission, Energy Committee, and Sustainability Advisory Committee to identify and incorporate best sustainability and climate resilience practices and policies, establish targets, and develops performance metrics. Prepares and provides progress reports to the Town Planner, Town Manager and Select Board.
4. Provides educational materials and programming for departments, town boards, and area businesses and residents to address issues of natural resource protection, climate adaptation

and resiliency, energy efficiency, water conservation, waste reduction (including recycling, composting and other forms), and greenhouse gas reduction.

5. Coordinates volunteer support for management of Exeter's natural systems and their habitats including trail management, invasive plant management, conservation land monitoring, water quality monitoring, and other natural resource related needs.
6. Partners with municipal and civic organizations, regional partners, and the public, to determine best sustainability practices and policies. Builds connections with outside expertise, peers in other cities, and regional and state alliances, programs, and leaders and serves as town representative to partner organizations.
7. Attends workshops, seminars and conferences related to environmental management, climate change, energy efficiency, renewable energy and environmental sustainability principles.
8. Assists the code enforcement officer with inspection and response to potential violations of natural resource-related local, state or federal regulations and coordinates with other agencies as needed.
9. Administers contracts for management plan updates including trail plan, natural resource inventory, timber management plan, field mowing and contractors performing repairs to the Wiggin-Raynes Barn or other conservation property maintenance.
10. Researches, drafts language, and presents proposals for town regulation or policy amendments needed to achieve standards for natural resource protection, sustainability and climate resiliency.
11. Investigates and applies for grants and resources through federal/state government, as well as regional, university, and non-profit programs.
12. Supervises interns.
13. Performs other related duties as assigned.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of town policies and procedures, ordinances and state and federal statutes.
2. Knowledge of zoning, site and subdivision regulations.
3. Knowledge of the master plan recommendations, regional planning documents and current methods and research recommendations on habitat management.
4. Knowledge of local flora, fauna and natural communities.

5. Knowledge of sustainability concepts and theories.
6. Skill in collaboration, negotiation, and public and interpersonal relations.
7. Skill in the use of GPS, digital camera, compass, water quality monitoring equipment and chemicals, ArcMap and various software applications.
8. Skill in oral and written communication.
9. Skill in conducting research.
10. Ability to read and understand technical and legal documents, plans, property boundary descriptions and maps.
11. Ability to speak publicly.
12. Ability to work outdoors under a variety of climates and conditions.
13. Ability to perform arithmetic calculations.
14. Ability to resolve conflicts with landowners.
15. Ability to maintain accurate records and files.
16. Ability to communicate effectively, both verbally and in writing.
17. Ability to demonstrate good teamwork, leadership, interpersonal and customer-service skills and attitude.
18. Ability to establish and maintain effective working relationships with town officials, employees, landowners, the general public, regional, state and federal officials.

**SUPERVISORY CONTROLS:** The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

**GUIDELINES:** Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents and work directions for application to specific cases or

problems. The employee analyzes results and recommends changes.

**COMPLEXITY:** The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

**SCOPE AND EFFECT:** The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems or questions. The work product or service affects a wide range of agency activities, major activities of industrial concerns or the operation of other agencies.

**PERSONAL CONTACTS:** The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as

individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

**PURPOSE OF CONTACTS:** The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

**PHYSICAL DEMANDS:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as books and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

**WORK ENVIRONMENT:** The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

**MINIMUM QUALIFICATIONS:**

1. Knowledge and level of competency commonly associated with a bachelor's degree with major coursework in biology, wildlife, conservation, natural resource management or related occupational field.
2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require three to five years of experience; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.
3. Possession of, or ability to readily obtain, a valid driver's license for the type of vehicle or equipment operated.