

Job Title: Conservation Agent
Salary/Compensation: \$25.00 per hour
Location of position: Pelham, MA
Employer: Town of Pelham
Work schedule: Typically, 40 hours per month

Qualifications:

Successful applicants will hold a Bachelor's degree in environmental science, botany, geology or related science, and have one year of work experience for a Conservation Commission or land use regulatory agency.

Applicants should have a working knowledge of the Massachusetts Wetland Protection Act and associated wetland regulations as well as other applicable Massachusetts state laws. It is expected that applicants will have a working knowledge of the principles and practices of environmental management, knowledge of botany, soil types and their functions, and ability to verify wetland characteristics based on plant species, soils and other characteristics. The Conservation Agent (CA) should have the ability to communicate effectively with others, orally and in writing. The CA should have the ability to exercise initiative and use good judgment including working with limited direction in the completion of tasks and assignments.

General job description:

Under the direction of the Chair of the Conservation Commission, the CA will perform administrative and technical work related to the Massachusetts Wetlands Protection Act, the Town wetland by-law, non-zoning by-laws related to wetland protection, oversight of areas under the purview of the Conservation Commission, and any rules and regulations adopted by the Town of Pelham under the authority of the Conservation Commission. Additional duties include updating the Open Space Plan and assisting in the administration of conservation lands. The total annual salary is \$12,500.00

The Conservation Agent (CA) performs administrative and technical support functions for the Town of Pelham Conservation Commission. In consultation with the Conservation Commission, the CA is responsible for reviewing compliance with federal, state and local environmental regulations and bylaws, environmental planning, management of conservation land and paperwork associated with permitting. The CA oversees grants received by the Commission. The CA performs other related work as assigned by the Conservation Commission.

The CA works with the Conservation Commission to protect Pelham's wetland resource areas, conservation areas, and rare species habitat through community education and enforcement of the Massachusetts Wetlands Protection Act and Pelham's Wetlands Protection Bylaw. The CA will arrange site visits and will complete forms necessary for local and state permitting and reporting.

Please submit a CV and cover letter on or before July 10, 2026 to: Pelham Conservation Commission, 351 Amherst Rd. Pelham, MA 01002.