



FITCHBURG

Massachusetts

JOB POSTING

Position: Conservation Agent	Department: Community Development and Planning 718 Main Street, Fitchburg, MA	Supervisor: Executive Director	
Salary Range: \$60,268 - \$102,232/Grade 10 Hiring Range \$62,587 - \$71,618.4 Commensurate w/ Experience and Qualifications FLSA Non-Exempt Salary	Hours: Monday – Friday 8:30AM-4:30PM Evening hours as required	Civil Service: No	Union Affiliation: FAMASS
Posted: January 14, 2026		Deadline: Until filled.	
Applications are accepted online ONLY. Please visit www.fitchburgma.gov to apply.			
Required application documents include a cover letter, (Attn: Brittney Fish, Interim Director of Human Resources), resume and application. All documents must be received to be eligible for consideration.			

The responsibilities and duties listed below are illustrations of the various types of work 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.

Job Summary:

The Conservation Agent works under the direction of the Executive Director of Planning & Community Development for the purpose of development and implementation of plans and policies, regulations, bylaws, and warrant articles; reviews and advises the Conservation Commission on Wetland Protection Act filings and enforcement as well as other conservation-related issues and projects. The Agent will provide technical assistance to municipal boards and committees as assigned.

Responsibilities and Duties:

Duties include, but are not limited to:

- Review Conservation Commission filings for compliance with administrative requirements of Wetlands Protection Act, the Local Fitchburg Wetlands Protection Ordinance & Regulations, the Rivers Protection Act, and associated regulations, bylaws and ordinances;
- Assess permit applications and plans; prepare reports and findings for the Commission; assist Commission with compliance of filing mandated deadlines for Conservation Commission action;
- Review and evaluate wetland resources and delineations, stormwater management and pollution prevention plans, erosion and sediment controls, and other conservation-related information;
- Perform site visits to evaluate applications and projects and ensure compliance with decisions and regulations, monitor projects for compliance to plans;
- Respond to public inquiries and issue enforcement, as needed;
- Aid the Commission with management of land and potential acquisition of open space;
- Provide professional support, and act as a liaison between municipal boards, commissions and committees as



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CommDev/Conservation Agent, continued:

- assigned, including the Conservation Commission and Planning Board;
- Work collaboratively with and provide technical assistance to other departments and staff as it relates to conservation, open space, stormwater management, etc. including, but not limited to Building Department, Department of Public Works, and Parks & Recreation Department;
- Support the Executive Director of Planning & Community Development with the identification of grant opportunities and the development and preparation of grant application submittals for state and federal grant assistance in the areas of conservation, recreation, and other related initiatives;
- Make presentations to boards, commissions, committees, civic groups and the general public on land use and other conservation initiatives, as assigned;
- Attend evening meetings of the Conservation Commission and associated committees;
- Record minutes of Commission meetings. Recommends, designs and implements and evaluates short- and long-term projects, consistent with conservation and open space objectives;
- Participate in regional conservation planning activities, memberships, and initiatives;
- Develop and manage opportunities to engage residents and the community around conservation, open space and stormwater management;
- Work with the Principal Planner to provide occasional support during peak demand periods;
- Communicate clearly and with a consistent message to community developers, business leaders, and citizens;
- Remain technically proficient and informed of current trends in conservation, law, and funding opportunities that may help the City of Fitchburg achieve its goals;
- Ensure compliance with applicable state procurement laws;
- Perform other related duties as assigned.

Qualifications, Skills and Abilities:

- Bachelor's Degree in environmental science, engineering, planning, or related field; 3-4 years of related work experience in the environmental science, wetland science, or land conservation, preferably in the public sector; or master's degree in environmental science, engineering, planning or related field and 1-3 years of related experience OR any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be substituted;
- Must possess valid Driver's License;
- Demonstrate the required skills and the ability to perform all work assigned by successfully completing a six (6) month probationary period;
- Coordinate and collaborate with colleagues to foster a professional and team oriented environment, effectively establish positive and cooperative working relationships;
- Must possess operational knowledge of MS Office applications, including Word, Excel and Access, as well as Geographic Information Systems (GIS);
- Working knowledge of the Wetlands Protection Acts and state DEP regulations, policies, programs, and operations; knowledge of the applicable provision of Massachusetts General Laws concerning Conservation Commission operations;
- Respond and communicate effectively, orally and in writing, with the development community, property owners, regional, state and federal agencies, municipal boards, committees, officials and employees, and the general public with ability to explain complex regulations or principles in clear language;
- Ability to mediate challenges that arise to produce favorable resolutions;
- Ability to prioritize work tasks and projects to meet established schedules and deadlines;



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CommDev/Conservation Agent. Qualifications, Skills and Abilities continued:

- Maintain detailed, complete and accurate records;
- Take independent initiative to accomplish tasks while referring complex matters to the Executive Director of Planning & Community Development;
- Ability to enforce and interpret regulations firmly, tactfully and impartially;
- Familiarity with appropriate state regulations and procedures regarding the procurement of goods and services;
- Interpret and enforce, in an impartial manner, state and local laws such as the Wetlands Protection Act;
- Proficient in reading site plans and construction/engineering documents;
- Demonstrate the required skills and the ability to perform all work assigned by successfully completing a six (6) month probationary period;
- Must successfully complete pre-employment physical, drug screening and background check;
- Familiarity with Zoning a plus;
- Bilingual in Spanish a plus.

PHYSICAL COMPONENT RATED:

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 essential functions.

RATED: Light to moderate.

Work is often performed in the field for inspection of land use developments and construction sites. The employee is occasionally exposed to wet, humid, hot, or cold conditions, or airborne particles. Employee must exercise caution when conducting field inspections.

Minimal physical demands are required to perform the essential functions of the position under typical office conditions. May be required to lift, push or pull office equipment or pick up objects weighing twenty-five (25) pounds or less. Duties require basic manual dexterity for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment. Employee is constantly required to read documents and reports for understanding and routinely for analytical purposes. The employee may be required to determine color differences. Ability to travel to other departments and municipal offices.

The City of Fitchburg is an Affirmative Action (AA) and Equal Opportunity Employer (EOE)

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

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