

# WE'RE HIRING!

## Come Join the Team

### Director of Natural Resources

The Director of Natural Resources performs administrative, supervisory and enforcement functions for the Natural Resources Department.

Work includes enforcing laws, rules and regulations relative to boating, animal control, shellfishing, and other fish and game laws; supervising and assigning staff; issuing permits; and performing a variety of administrative duties.



**Starting  
Rate:  
\$44.50/Hr**

**Full Time, Benefited, Union Position**

**Paid Time Off; Retirement**



Check out the Town's Website for more information & Job Application  
<https://www.townofbourne.com/town-info/pages/employment-opportunities>



# TOWN OF BOURNE

## Director of Natural Resources

The Town of Bourne, an affirmative action, equal opportunity employer, has an opening for a full-time Director of the Department of Natural Resources. The Director of Natural Resources performs administrative, supervisory and enforcement functions for the Natural Resources Department. Work includes enforcing laws, rules and regulations relative to boating, animal control, shellfishing, and other fish and game laws; supervising and assigning staff; issuing permits; and performing a variety of administrative duties

### Qualifications and Education

Bachelor's Degree in Environment Sciences, and at least five (5) years of experience as a Natural Resources Officer; and successfully complete the Massachusetts Certified Harbor Master or an equivalent combination of education and experience. Must have a valid driver's license, License to Carry (LTC) with the ability to carry firearms, be CPR and First Aid certified, and pass a physical examination & CORI check.

### Full/Part Time & Hours

Full time position 40 hours/week.

### Salary

Starting at \$44.50/hour.

### Salary Notes

This is a benefitted position with dental, health, PTO and retirement.

### Closing Date

Initial Deadline: May 3, 2024 at 4:30 PM; Position will remain open until filled.

### How to Apply

Please send a resume, cover letter and application form to [bournehr@townofbourne.com](mailto:bournehr@townofbourne.com). Link to application form and complete job description: [Employment Opportunities | bournema \(townofbourne.com\)](#)

**Posted:** 4/17/24



# TOWN OF BOURNE

## *Town Administrator*

24 Perry Avenue – Room 101  
Buzzards Bay, MA 02532-3441  
www.townofbourne.com



MARLENE V. MCCOLLEM

PHONE: (508) 759-0600  
FAX: (508) 759-8026

## NOTICE OF JOB VACANCY

Department: **DNR**

Date: **April 17, 2024**

Position/Title: **Director of Natural Resources**

Salary: **Grade 26**

Perm./Temp.: **Permanent; 40 hours**

Vacancy: **X**

New Position:

Application/Resume Deadline: May 3, 2024 at 4:15 PM to Human Resources Office

Classification: BEA

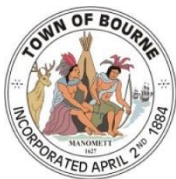
Position Description attached.

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Advertised: 1. Internal Posting 2. Town website – employees' page  
3. Town Buildings

Notice Sent To: 1. BEA Officers

**THE TOWN OF BOURNE IS AN EQUAL OPPORTUNITY EMPLOYER**



## TOWN OF BOURNE

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<b>Job Description</b>	<b>Title:</b> <b>Director of Natural Resources</b>	<b>Union:</b> BEA
<b>Department:</b> DNR	<b>Effective Date:</b> 3/16/2013	<b>Classification:</b> 26
<b>Reports To:</b> Town Administrator	<b>Revised Date:</b> 4/17/2024	<b>FLSA Status:</b> Exempt

### **Statement of Duties**

The Director of Natural Resources performs administrative, supervisory and enforcement functions for the Natural Resources Department. Work includes enforcing laws, rules and regulations relative to boating, animal control, shellfishing, and other fish and game laws; supervising and assigning staff; issuing permits; and performing a variety of administrative duties.

### **Supervision**

Work is performed under the administrative direction of the Town Administrator and in accordance with applicable state and federal laws. The Director of Natural Resources establishes long and short-range plans and objectives, personal performance standards and assumes direct accountability for department results. Employee consults with the supervisor only where clarification, interpretation, or exception to policy may be required. Employee develops and implements departmental policies, goals, objectives, and budgets, resolves all conflicts, which arise, and coordinates with others as necessary. This is a Fair Labor Standards Act (FLSA) exempt position.

Employee has access to confidential information of the department

Position is responsible for the direct supervision of employees, volunteers, and/or seasonal employees performing similar work. The nature of work and volume fluctuate seasonally. Changes in workload can usually be planned for in advance, except weather emergencies.

### **Job Environment**

Position is responsible for management functions such as planning, organizing, controlling, coordinating, evaluating, and integrating activities for the department. Employee uses extensive judgment and ingenuity to interpret and apply regulations and standards pertinent to natural resources administration and enforcement. Employee is required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

Errors could result in delay or loss of service, legal repercussion, injury, and/or adverse public relations.

The position has constant contact with the public to provide education and information, explain and enforce regulations, and assist in the permitting process. Other contacts are with federal and state enforcement agencies, other town departments, agencies, organizations and professionals. Contact is made via email, telephone, in person, and in writing. The purpose for contact is to serve as director of the department, investigate incidents, coordinate and perform work, enforce compliance with regulations, and provide information or assistance regarding natural resources issues.

### **Essential Duties**

*The statements contained in this job description reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties, as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.*

1. The Director of Natural Resources is responsible for managing the town's waterways and shellfish areas, and serves as Harbor Master, Shellfish Constable, Herring Agent, Animal Control Officer, Animal Inspector, and Enforcement Agent for the Conservation Department.
2. Trains and supervises department staff, assigns and evaluates the work of employees and responds to personnel issues.
3. Develops and implements the town's harbor management plan through the formation and enforcement of specific local waterways regulations and enforcement of state waterway regulations.
4. Manages the towns mooring system which includes approximately 2,600 moorings currently.
5. Makes recommendations to the Board of Selectmen regarding changes to the town's Waterway regulations.
6. Oversees the town's Pump Out Program including the procurement, maintenance, and staffing of two boats designed and constructed to remove sewage from the holding tanks of boats. Also procure and maintain three shore side stations equipped for the same purpose.
7. Oversees and works with the Marina Manager in the successful operation of the town's three marinas.
8. Works with the Selectmen appointed Shore and Harbor Committee in prioritizing dredging projects and improvements to the town's waterfront.
9. Develops and implements the town's shellfish management plan; recommends appropriate shellfish regulations and management practices to the Board of Selectmen.
10. Works to develop and maintain sustainable population of shellfish that can be harvested both recreationally and commercially; effectively enforces local and state regulations, and implements various management and propagation efforts.
11. Purchases all goods and services contract construction projects in accordance with state procurement laws; acts as Project Manager/ Contract Manager on many of the projects and contracts.

12. Prepares department budget, makes recommendations, and presents the budget to the Town Administrator and appropriate boards and committees. Manage the department's expenses within the constraints of the budget.
13. Processes accounts payable and payroll for department.
14. Underwrites and applies for various grants associated with the department.
15. Prepares the departments five and ten year capital spending plans and makes recommendations to the Capital Outlay and Finance Committees.
16. Assists, as needed, with answering phones, answering questions in person related to waterways, shellfish, animals, etc. , selling beach parking stickers and shellfish permits, and preparing department related tallies and reports.
17. Duties include patrolling and responding to incidents, conducting investigations, enforcing regulations, collecting evidence, property management, record and report management, communications and coordination, and community relations.
18. Provides assistance to other Federal, State and local law enforcement and public safety agencies, as required.
19. Patrols shoreline, monitors all commercial and recreational shellfishermen to ensure that shellfish harvesting is done in accordance with State and local laws and regulations; enforces laws, rules and regulations relative to shellfish and other fish and game laws in the Town; apprehends violators and issues citations; exercises Powers of Arrest, when necessary.
20. Patrols harbors and shoreline, enforces mooring and Waterways Regulations, and issues citations to violators of State and local laws; searches for missing persons and boats, responds to shoreline and maritime emergencies; inspects boats for proper equipment; investigates reports of lost or stolen boats.
21. Answers calls to investigate vicious, diseased or stray animals; dog bites, cruelty to animals; Picks up and transports to a holding facility dogs running at large or kept in violation of Town by-laws, keeping records of same; enforces State and local dog licensing laws, issuing citations, as required.
22. Maintains certifications through a regimen of training.
23. Serves as Court Officer for the Department; processes citations, files Applications For Criminal Complaint, maintains contact with the Clerk and District Attorney offices, attends hearings & trials, represents the Department for all Court matters.
24. Reviews and issues Commercial shellfish permits.

**Recommended Minimum Qualifications:**

**Physical and Mental Requirements:**

Employee works in a typical office setting, and outdoors on patrol, including working on local waterways in all types of weather. Employee is required to sit and talk/listen more than 2/3<sup>rd</sup> of the time; stand, walk, use hands, reach, stoop, crawl, and smell up to 2/3<sup>rd</sup> of the time. Employee may be exposed to outdoor weather, toxic or caustic chemicals, fumes, hostile individuals, disease, biohazards, animal bites, dangerous situations, and moving mechanical parts up to 1/3<sup>rd</sup> of the time. Employee frequently lifts up to 60 lbs., and occasionally lifts up to 100 lbs. Normal vision is required for the position. Equipment used includes light trucks, medical equipment, hand tools, automobile, boats, navigational equipment, firearms, office equipment, and computers.

**Education and Experience:**

Bachelor's Degree in Environment Sciences, and at least five (5) years of experience as a Natural Resources Officer; and successfully complete the Massachusetts Certified Harbor Master program; or an equivalent combination of education and experience.

**Licenses and certifications required:**

Must have a valid driver's license, be CPR and First Aid certified, complete Massachusetts Harbormaster Academy, maintain a valid License to Carry (LTC) with the ability to carry firearms, and pass a CORI and physical examination.

**Knowledge, Skill and Ability:**

*Knowledge:* Boats and boat handling, state and federal waterway rules and regulations, marina operations, harbor management, shellfish propagation techniques, shellfish laws and regulations, shellfish management, Massachusetts animal control laws and animal control techniques, budget preparation, Massachusetts procurement laws, bid document preparation, Massachusetts Wetland Protection Act, law enforcement practices and techniques.

*Skill:* Budget development and administration, personnel management, effective communication, problem solving, critical thinking, negotiation and persuasion, and customer service; documenting information and preparing reports; operating vehicles, tools and equipment safely and effectively.

*Ability:* Educate and inform the public regarding the use and preservation of Natural Resources; use good judgment, understand, interpret, and explain regulations; fairly and impartially enforce laws; and be in good physical strength and agility.

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