

WE'RE HIRING!

Come Join the Team

Senior Natural Resources Officer

The Senior Natural Resources Officer performs supervisory, administrative 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:
\$29.86/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

Senior Natural Resources Officer

The Town of Bourne, an affirmative action, equal opportunity employer, has an opening for a full-time Senior Natural Resources Officer. The Senior Natural Resources Officer performs supervisory, administrative 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

Associate's Degree in natural sciences, or related field; and at least one (1) year of experience or an equivalent combination of education and experience. Must have a valid driver's license, LTC with the ability to carry firearms, be CPR and First Aid certified, complete Harbormaster Training Council requirements as necessary, complete Shellfish Constables Training Course, complete the Massachusetts Animal Fund Animal Control Institute's Core Competencies Training and pass a CORI check and physical examination.

Full/Part Time & Hours

Full time position 40 hours/week.

Salary

Starting at \$29.86/hour.

Salary Notes

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

Closing Date

Initial Deadline: May 10, 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. Link to application form and complete job description: [Employment Opportunities | bournema \(townofbourne.com\)](#)

Posted: 4/26/24



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 26, 2024**

Position/Title: **Sr. Natural Resources
Officer**

Salary: **Grade A8**

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

Vacancy: **X**

New Position:

Application/Resume Deadline: May 10, 2024 at 4:15 PM to Human Resources Office

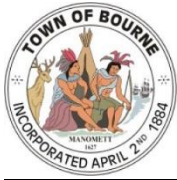
Classification: LIUNA A

Position Description attached.

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

Notice Sent To: 1. LIUNA A Officers

THE TOWN OF BOURNE IS AN EQUAL OPPORTUNITY EMPLOYER



TOWN OF BOURNE

Job Description	Title: Senior Natural Resources Officer	Union: LIUNA A
Department: DNR	Effective Date: 7/1/2021	Classification: 8
Reports To: Director of Natural Resources	Revised Date:	FLSA Status: Non Exempt

Statement of Duties

The Senior Natural Resources Officer performs supervisory, administrative 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 general direction of the Director of Natural Resources. The employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

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

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents 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 concerns in decision making.

Requires understanding, interpreting and applying complex federal, state and local regulations. Work 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 the work.

Errors could result in delay or loss of service, damage to equipment, injury, legal repercussion, adverse public relations, and/or personal injury/death and injury/death to others.

The position has frequent 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 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 Senior Natural Resources Officer also serves as an Assistant Harbor Master, Deputy Shellfish Constable, Deputy Herring Run Agent, Conservation Officer, Assistant Animal Control Officer, and Animal Inspector.
2. Assists the Director, as requested/required; acts as Director in his/her absence.
3. Supervises and trains officers and employees regarding duties, investigation, enforcement; schedules staff, ensures for completion of annual training/recertification and vaccinations.
4. 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.
5. Provides assistance to other Federal, State and local law enforcement and public safety agencies, as required.
6. 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.
7. 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.
8. Maintains navigational aids throughout waterways; performs routine maintenance tasks, as required; maintains boats, equipment, pumpout stations and vehicles in good repair.

9. Works on Town shellfish propagation projects, including inventory of shellfish beds.
10. 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.
11. Maintains certifications through a regimen of training.
12. Acts as Law Enforcement Officer for Conservation Commission and assists Conservation Agent, as required; initiates Court action regarding citations & law enforcement activity, if necessary.
13. 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.
14. Reviews and issues Commercial shellfish permits.
15. Provides for dog licensing enforcement, including communications, citations and Court hearings.
16. Processes daily receipts, Department deposits and all associated financial reports.
17. Assists the Director with annual budgets. Maintains weekly payroll and reviews and processes invoices for payment.
18. Assists with Department communications, grants, paperwork, proposals and research.
19. Maintains and updates Shellfish and Waterways Regulations, recommends revisions, as necessary.
20. Maintains and manages Department web site, processes online transactions. Maintains and manages the Department voice message system, computers, software and updates.
21. Researches and orders Department equipment and supplies.
22. Co-ordinates and works with AmeriCorps and school group projects.

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 use hands more than 2/3rd of the time; stand, walk, talk/listen, reach, stoop, crawl, and smell up to 2/3rd of the time. Employee may be exposed to hostile individuals, disease, animal bites, dangerous situations, and moving mechanical parts at times. Employee frequently lifts up to 30 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, office equipment, computers, and various types of firearms.

Education and Experience:

Associate's Degree in natural sciences, or related field; and at least one (1) year of experience or an equivalent combination of education and experience.

Licenses and certifications required:

Must have a valid driver's license, LTC with the ability to carry firearms, be CPR and First Aid certified, complete Harbormaster Training Council requirements as necessary, complete Shellfish Constables Training Course, complete the Massachusetts Animal Fund Animal Control Institute's Core Competencies Training and pass a CORI check and physical examination.

Knowledge, Skill and Ability:

Knowledge: Department operations and procedures and local and state laws regarding capture and care of domestic and wild animals, use of waterways, and shellfishing regulations; marine biology, shellfish propagation, and a general knowledge of Town waters and shoreline.

Skill: Written and oral communication, computer skills, (Microsoft Office) organization and planning skills; operating vehicles, tools and equipment safely and effectively.

Ability: Follow written and oral instructions. Clearly and effectively communicate with others, maintain accurate records and prepare correspondence, maintain confidential information, and provide information and assistance to the public. Ability to work independently and prioritize tasks, ability to work effectively under time constraints, and strong desire and ability to provide excellent customer service to the public.

(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.)