

Position Title: Natural Resources Officer

Statement of Duties

The Natural Resources Officer is responsible for enforcing laws, rules and regulations relative to boating, animal control, shellfishing, and other fish and game laws. Work includes patrolling shoreline, enforcing compliance with laws and regulations; issuing citations, and preparing reports.

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.

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, and/or adverse public relations.

The position has constant contact with the public to 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 provide information or assistance regarding natural resources issues, and provide assistance.

Position Functions

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. Patrols shoreline, monitors all commercial and recreational shellfishermen to ensure that shellfish harvesting is done in accordance with State and local laws and regulations.
2. Enforces laws, rules and regulations relative to shellfish and other fish and game laws in the Town.
3. Apprehends violators, issuing citations, as required.
4. Answers calls to investigate vicious, diseased or stray animals; dog bites, cruelty to animals.
5. Picks up and transports to a holding facility dogs running at large or kept in violation of Town by-laws, keeping records of same.
6. Enforces State and local dog licensing laws, issuing citations, as required.
7. Patrols harbors and issues citations to violators of State and local laws.
8. Searches for lost people and boats, responds to maritime emergencies.
9. Inspects boats for proper equipment.

10. Investigates reports of lost or stolen boats.
11. Maintains navigational aids throughout waterways.
12. Performs routine maintenance tasks, as required.
13. Maintains boats and equipment in good repair.
14. Maintains certifications through a regimen of training.
15. Initiates Court action regarding citations and law enforcement activity, if necessary.
16. Acts as Law Enforcement Officer for Conservation Commission and assists Conservation Agent, as required.
17. May serve as training officer for newly hired officers.

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, and computers.

Education and Experience

A candidate for this position must have a high school diploma or equivalent, with advanced training in natural science; or an equivalent combination of education and experience.

Licenses and certifications required

A candidate for this position must have a valid driver's license, become certified as a Special Police Officer with the ability to carry firearms, be CPR and First Aid certified, complete MPTC Basic Reserve Intermittent Police Officer Academy and Massachusetts Harbormaster Academy, and pass a physical examination.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

Local and state laws regarding capture and care of domestic and wild animals, use of waterways, and shellfishing regulations. Knowledge of marine biology, and a general knowledge of Town waters and shoreline.

Skill in:

Effective communication, documenting information and preparing reports, operating vehicles, tools and equipment safely and effectively.

And Ability to:

Understand and carry out complex oral and written instructions, use good judgment, fairly and impartially enforce laws, and be in good physical strength and agility.