



## CITY OF WALTHAM MASSACHUSETTS

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Kristin Murphy  
Human Resources Director  
Workers' Compensation Agent

### Code Enforcement Inspector, PT Conservation City of Waltham

**Purpose:** The purpose of this position is to provide support, coordination, and professional management for the Conservation Commission in carrying out its mandate and its mission to protect the community's wetlands, rivers, and streams, through a combination of regulatory and administrative efforts. A Code Enforcement Inspector - Conservation uses professional expertise, critical thinking, and interpersonal skills to accomplish varied functions that range in nature from routine to complex, and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Regulatory functions involve the knowledge, research, and application of applicable laws, regulations, and industry standards. Compliance with adopted standards is achieved through community education, the permit review process, inspections, and enforcement action where needed. Many of these require considerable judgment and initiative in determining courses of action not clearly defined by precedent, statute or established guidelines. Wetlands Protection: Assists in the administration and enforcement of the Massachusetts Wetlands Protection Act. Maintains a thorough working knowledge of applicable environmental laws, regulations, and industry standards. Researches and reviews these documents as needed to advise the Commission. Reviews Notices of Intent, Requests for Determination of Applicability, Abbreviated Notices of Resource Area Delineation, Requests for Certificate of Compliance, and other filings and associated documents for accuracy, completeness and compliance with the law and regulations. Ensures filing fees are calculated correctly. Arranges and conducts, along with available Commissioners, on-site inspections related to filings, permit compliance monitoring, and potential violations. Prepares relevant forms/reports. Assures or conducts review of field delineations, sensitive areas, presence of rare species etc. Engages, with Commission approval, technical expertise/consultants as needed. Evaluates findings; submits recommendations to the Commission. Monitors construction to ensure compliance with permits. Verifies that applicant takes any needed corrective action, and files for certificate of compliance, before the deadline specified in the Order of Conditions and before the statute of limitations for enforcement action has expired. Assures Commission participation in DEP and court appeals. At direction of Commission, consults with city council, assists in the preparation of testimony and other documents, and appears in court as enforcement agent. Responds to complaints, investigates potential violations, and takes/recommends appropriate action. Maintains case files and materials including computer database; builds solid case record. Ensures that the clerical staff performs his/her functions such as meeting legal requirements including postings, timeframes, minutes and other records; maintaining organized files; scheduling meetings/hearings; drafting permits with associated conditions and other documents; and processing and distributing/submitting forms. Serves as a backup person to perform these functions when the clerical staff is absent due to vacation, illness, or staff vacancy. Provides information to property owners, developers, design professionals, contractors, and the general public regarding departmental rules, procedures, policies, regulations, and laws that apply to wetlands protection. Interacts with and provides assistance to other city boards and departments, on issues related to wetlands, conservation and environmental matters as required. Serves as advisor/liaison to other boards/departments as directed by the Commission. This is anticipated to include, at a minimum, the Stormwater Committee and the Climate Change Resilience program. Drafts, with Commission, an annual report and budget request. Manages Commission office, maintains regular office hours. Keeps current by attending training sessions/workshops of the Massachusetts Association of Conservation Commissions or the Massachusetts Society of Municipal Conservation Professionals. Develops strategies and materials to achieve success for Commission initiatives. Serves as an information resource, researches issues, provides data. Attends all public meetings and hearings of the Commission. Prepares reports, correspondence, presentations, and other written material for Commission review. Represents the department and the city at hearings pertaining to the duties of this job. Attends city council meetings when applicable. Drafts press releases, social media posts, and website updates to keep the public informed about the work of the Commission. Performs similar or related work as required, directed or as situation dictates. Full job description available through Human Resources.

**Qualifications:** Associate's degree in environmental science, civil engineering, or related field, and a minimum of five years' experience in wetlands protection, land conservation, environmental management, or related field; or equivalent combination experience and of additional education (beyond Associate's degree). Professional license (if applicable) in his/her field of expertise is a plus. Successful experience with municipal budgeting and procurement, and building community support for initiatives, is a plus. Experience and training in safely accessing construction sites is a plus. Valid Massachusetts Class D Motor Vehicle Operator's License. Criminal Offender Record Information (CORI), background check, drug and alcohol screening are conditions of employment.

**Salary: \$41.32 hr. Pro-rated benefits No health benefits**  
**Hours: To be discussed with supervisor Deadline: Open until filled**

**Qualified applicants should submit a cover letter, completed City of Waltham application and a resume to:**

**Human Resources**  
119 School St.  
Waltham MA 02451  
[mgullotti@city.waltham.ma.us](mailto:mgullotti@city.waltham.ma.us)  
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