

## Commonwealth of Massachusetts Town of West Newbury

**Position:** Land Steward (two available positions)  
**Department:** Conservation  
**Salary range:** \$16.81 to \$18.60 an hour, DOQ  
**Schedule:** Flexible, not to exceed 20 hours per week; Final schedule TBD with selected candidates

**Summary of Position:** The Town of West Newbury located in Essex County, Massachusetts seeks two part-time, seasonal, Land Stewards to support the management of conservation lands owned by the Town of West Newbury by controlling invasive plant species, maintaining trails, providing community outreach, and performing other activities related to the management and stewardship of conservation land. At the end of the position's term the Land Stewards will prepare and present to the Town a summary of data, management activities completed, and suggestions for future invasive plant management and land stewardship projects. The ideal individuals for these positions will be safety minded with a strong work ethic and a positive attitude.

Examples of duties that may be assigned to the Land Stewards include, but may not be limited to, GIS mapping of invasive plant populations, assisting in basic repair and maintenance of existing public access trails, hand removal of invasive plants, assisting with volunteer work days to remove invasive plants and perform trail maintenance, and assisting with outreach which may include the creation of educational materials on conservation topics and presenting these materials to the public.

**Qualifications:**

- Strong interest in working with plants, natural resources, and/or environmental science.
- Education or experience in botany, GIS mapping, plant identification, invasive plant identification, invasive plant management, environmental science, natural resources, biology, ecology and/or a related subject is preferred.
- Experience or willingness to learn basic plant identification skills is required.
- Willing and able to represent the Town of West Newbury in a professional, positive, and enthusiastic manner.
- Comfortable and enthusiastic about engaging with the public including children and adults in educational activities.
- Ability to work independently with minimal supervision or as part of a team and to be a positive, contributing member of the team.
- Ability to follow directions, instructions, and safety protocols and to accept guidance from supervisor, other town staff, and committee members.
- Ability to interpret and use maps in conjunction with other wayfinding devices.
- Ability to perform manual labor including trail maintenance work and physically pulling or cutting invasive plants with hand tools.
- Must be comfortable working long hours outdoors, on and off trail, in all weather conditions, and be aware of potential risks such as poison ivy, ticks, and thorny plants.

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- Must be a U.S. citizen, permanent resident, or otherwise legally authorized to work in the U.S.
- Due to the potential hazards and the independent nature of the position, applicants must be at least 18 years old at time of hire.
- A valid driver's license, an insurable driving record (documentation to be provided to the Town of West Newbury upon request), and access to a reliable personal vehicle.
- Willingness to undergo and ability to pass a required CORI check.
- Ability to perform the essential duties of the position with or without reasonable accommodation.

**Physical Requirements:** This position requires physical exertion such as walking long distances over uneven terrain and standing for long periods of time. Bending, crouching, stooping, lifting or reaching. Hand and finger dexterity and physical coordination may involve fine and precise procedures, delicate adjustments or exact measurements. The ability to occasionally lift and/or move up to 50 lbs. safely.

**Environmental Conditions and Hazards:** This position may encounter environmental conditions or hazards including extreme heat or cold, wet and windy weather, rocky terrain, muddy, swamp, or wetland conditions, biting insects, dense vegetation, poison ivy, pollen, high humidity, and potentially dangerous wildlife. Those in this position are expected to conduct the duties of the position in a safe and orderly manner so as not to endanger self, staff, the public, and/or resources.

**Vehicle Use, Equipment Use, and Safety:** Due to work occurring in various locations in the Town of West Newbury, consistent access to reliable personal transportation and possession of a valid driver's license is required. Any tools required for the accomplishment of the duties will be provided by the Town of West Newbury. Use of personal protective equipment (PPE), provided by the Town of West Newbury, will be mandatory for any activity that requires it. Strict adherence to training and safety protocols is required.

**Start Date and End Date:** June 2024 through August 2024. Exact start and end dates are flexible based on candidate availability, a 10-week consecutive commitment is required.

**Work Schedule:** A period of 10 weeks not to exceed an average of 20 hours a week and not to exceed 200-hours for the season. A flexible work schedule may be accommodated, which could involve work performed outside of normal work hours. The work schedule may vary weekly and daily to avoid work occurring in dangerous conditions including excessive heat or electrical storms.

**Salary/Compensation:** The hourly wage is \$16.81 to \$18.60 dependent on qualifications. The Land Steward positions are part-time, temporary positions, and are not benefits eligible. Mileage reimbursement will be provided at the current IRS rate.

**Application Details:** To apply please email a cover letter and resume to [conservation@wnewbury.org](mailto:conservation@wnewbury.org). In the subject line of your email please include your name and the words "Land Steward Application".

*FLSA Status: Non-Exempt*

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**NOTE:** Positions will remain open until filled. Applications will be reviewed on a rolling basis and interviews may be conducted on a rolling basis. Interested applicants are encouraged to apply early. If you have any questions, please contact Michelle Greene at [conservation@wnewbury.org](mailto:conservation@wnewbury.org) or 978-891-0238.

*The Town of West Newbury is an Equal Opportunity Employer and does not tolerate discrimination on the basis of an individual's sex, age, race, color, creed, national origin, alienage, religion, marital status, pregnancy, sexual orientation or affectional preference, gender identity and expression, disability, genetic trait or predisposition, carrier status, citizenship, veteran or military status and other personal characteristics protected by law. All applicants will receive consideration for employment without regard to legally protected characteristics.*