

## **JOB DESCRIPTION FOR CONSERVATION LAND AGENTS FOR THE ATHOL CONSERVATION COMMISSION**

- 1. A daily or weekly inspection depending on the assigned areas as needed and a monthly report, either verbal or written to be given at the monthly conservation meetings.**
- 2. Determine supply needs for the privies at Paige Cabin and the Bearsden parking area.**
- 3. Perform routine maintenance on Paige Cabin; also check on the users of the cabin.**
- 4. Periodic checks on the two Adirondack shelters.**
- 5. Regular checks on the trash containers; gates and locks; the condition of the fire roads; parking areas; and anything concerning the health and well being of the conservation areas with a monthly report.**
- 6. Develop and maintain a professional relationship with all law enforcement agencies; friend groups; and organizations having an interest in any of the areas you are assigned to.**
- 7. Provide information to the public on the rules, regulations, policies, and guidelines governing your assigned area.**
- 8. Maintain the kiosk in your area with maps and general information for your area.**
- 9. Make daily checks on the website for the bookings at Paige Cabin.**
- 10. A current and valid Massachusetts motor vehicle operator's license and personal vehicle capable of accessing conservation areas.**
- 11. Must be able to fill in for all the Conservation Areas, as needed.**