



www.chilmarkma.gov

TOWN OF CHILMARK
CHILMARK, MASSACHUSETTS

TOWN OFFICES:
Beetlebung Corner
Post Office Box 119
Chilmark, MA 02535
508-645-2100
508-645-2110 Fax

Position Vacancy Notice

POSTING DATE: 14 January 2016

START DATE: 3 February 2016

TITLE: **Assistant Shellfish Constable**

INITIAL RATE OF PAY: **GRADE 6: Step 1 \$22.10/hr.**

PART-TIME: **30 Hours a week/variable. (1,608 hrs./Year)**

BENEFITS: 75% Health & Life Insurance, Employee Assistance Program, Dukes County Retirement System, Deferred Compensation savings plan,

SUMMARY OF DUTIES: Assist the Shellfish Constable to maintain the viability of the Town's ponds and other waterfront resources, which support the local shellfish industry and its recreational and commercial shell fishermen; participate in the development and implementation of a program to protect and expand local shellfish propagation; maintain facilities related to shellfish and perform other related duties as directed by the Shellfish Constable.

REQUIREMENTS:

- To make daily checks of town's ponds and shell fishermen in season; assist other town departments.
- To issue permits and check permits as needed
- To issue civil/criminal citations for violations and to follow up with attendance in court as needed.
- **To assist with shellfish propagation efforts.**
- **To assist with maintenance and construction of equipment for shellfish propagation program.**
- **To assist with the protection of the shellfish beds from oil spills and other sources of pollution.**
- To participate in trainings as requested.
- To participate in shellfish meetings and presentations as requested by Propagation Agent/Shellfish Constable.
- To record data pertaining to shellfish harvests.
- To maintain daily logs.
- Serve the public courteously and responsively
- Effective communication skills.
- Pre-employment physical examination

APPLICATION: Contact the Selectmen's Office with your Resume and Cover Letter for an application and position description. jobs@chilmarkma.gov 508-645-2101

DEADLINE: Completed Applications with a cover letter and resume should be submitted to the Selectmen's Office by **4 PM on Thursday January 28th 2016.**

TOWN OF CHILMARK – Assistant Shellfish Constable

Year-round position 30 hrs/wk average (varies by season), \$22.10/hr. Work week will vary. Boat handling skills, physical labor in support of the town's shellfish propagation efforts, providing coverage in the absence of the Shellfish Constable, and the ability to communicate with the public as necessary is required. Application and job description are available at the Chilmark Selectmen's Office, POB 119, Chilmark, MA 02535 (508) 645-2101 jobs@chilmarkma.gov Deadline for applying is January 28th 2016 @ 4:00 pm.

- I. **POSITION TITLE:** Assistant Shellfish Constable
- II. **SUPERVISOR:** Shellfish Constable
- III. **GENERAL DESCRIPTION OF DUTIES:**
- Enforcement of local and state laws as they pertain to shellfish.
 - Placement and removal of aquaculture equipment used for the town's municipal shellfish propagation program.
 - Repair and maintain equipment for the Shellfish Department.
 - Equipment production and transportation of that equipment to site.
 - Production of shellfish seed at sites on the water.
- IV. **PRIMARY DESCRIPTION OF DUTIES:**
- A. General gear work not limited to: placement of quahog rafts, shoveling sand for quahog rafts, setting up growout lines for bay scallops, painting equipment, production of equipment, cleaning and storing equipment, placement of anchoring systems, assist in transport of equipment, and shoveling shell for oyster propagation.
 - B. Enforcement of local and state laws as they pertain to shellfish.
 - C. Inspect harvester's shellfish catch and record data for the department.
 - D. Educate public about shellfish regulations and health advisements.
 - E. Cleaning, scraping, and painting town boat and/or equipment.
 - F. Learn and perform tasks related to equipment production. (Examples: splicing rope, tying knots, building/woodworking)
 - G. Maintenance of town's building. (Examples: painting and waterproofing structure, building/woodwork of required improvements)
 - H. Perform other duties as assigned by the Shellfish Constable.
 - I. Be available to attend meetings that relate to the Assistant Constable position both on and off the island.
 - J. Plan and organize portions of the propagation program.
 - K. Record all data as it pertains to shellfish for the town and state record.

The essential duties outlined in this section are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- V. **SUPERVISORY RESPONSIBILITIES**
- A. None.

403

MAY 20 2014

VI. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- A. Ability to work in challenging weather conditions.
- B. Must have knowledge of shellfish biology and basic aquaculture practices.
- C. Must have a valid Driver's License.
- D. Must have boating experience and be able to operate a boat in adverse weather conditions.
- E. Must have knowledge or experience with basic aquaculture related equipment.
- F. Must have knowledge or be able to learn local and state laws as they pertain to shellfish.
- G. Must be able to physically perform the duties outlined above and be able to lift at least 100 pounds of weight.
- H. Physical Requirements: Good physical stamina, endurance and body condition that would not be adversely affected by frequently having to walk, stand, lift, dig with shovel or carry materials at all times and in all weather conditions.
- I. Learn and execute safety protocols required by law.
- J. Must have a flexible work schedule that allows hours to be worked no more than a sixteen (16) week period specified during the months listed below (Section VII).
- K. Must be available for work on weekends if scheduled work time changes because of weather conditions.
- L. Must be able to perform all of the duties outlined in this job description by one's self.
- M. Must be available to participate in government training seminars.
- N. Must be able to participate in oil spill prevention drills and learn practices for oil spill containment.

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS:

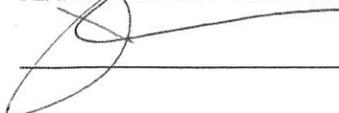
- A. **Grade: 6/S1 (\$21.81/hr) FY15 BUDGETED: 480 hrs/yr 30 hr/wk for 16 wks**

Depending of departmental needs hour will be worked during the months of either: June, July, August, September or October. Hours will be worked in consecutive weeks and limited to a sixteen (16) week period of time.

APPROVED BY THE PERSONNEL BOARD:

Date:

Chair:



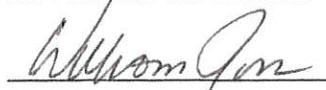
5/7/14

JIM MALKIN

REVIEWED BY BOARD OF SELECTMEN:

Date:

Chair:



MAY 20 2014

William Rossi

APPLICATION FOR EMPLOYMENT

Town of Chilmark
P.O. Box 119, 401 Middle Rd.
Chilmark, MA 02535-0119

NAME: _____

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)			Social Security Number (Voluntary)		

POSITION: _____

Best time to contact you at home is: _____:_____ ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If Yes, give date _____

Have you ever been employed with us before? Yes No
If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? Yes No
If Yes, state name, relationship and location _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: Full Time (Please indicate 1 2 3 shift)
 Part Time (Please indicate Mornings Afternoon Evenings)
 Temporary (Please indicate dates available ____/____ - ____/____)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

DATE: ____/____/____

EDUCATION

School	Name and Address of School	Course of Study	Number of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments: Include explanation of any gaps in employment.

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

ADDITIONAL INFORMATION

Other Qualifications *Summarize special job-related skills and qualifications acquired from employment or other experience.*

SPECIALIZED SKILLS (Skills/Equipment Operated)

- | | | | |
|-------------------------------------|--|---------------------------------------|--------------|
| <input type="checkbox"/> Terminal | <input type="checkbox"/> Spreadsheet | Production/Mobile
Machinery (list) | Other (list) |
| <input type="checkbox"/> PC/MAC | <input type="checkbox"/> Word Processing | _____ | _____ |
| <input type="checkbox"/> Typewriter | <input type="checkbox"/> Shorthand | _____ | _____ |
| WPM _____ | WPM _____ | _____ | _____ |

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? ___ YES ___ NO

PERSONAL/PROFESSIONAL REFERENCES *Do not include family members or past supervisors.*

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.