

## **Menemsha Maintenance and Buildings Superintendent**

### **Duties and Responsibilities**

- A. Staffing for the Months of April through November.
- B. Maintaining the comfort station, restrooms and surrounding area
  - Shoulder season cleaning shall follow 9am, 12pm, 3pm, 6pm cleaning of restroom schedule.
  - Peak season cleaning shall follow 6am, 9am, 12pm, 3pm, 6pm, 9pm (or after sunset crowd has left) cleaning of restrooms schedule. Additional cleanings may be needed throughout the day due to higher than normal traffic or requests from harbor patrons.
  - Each cleaning visit shall include the following:
    1. Apply disinfectant inside toilets and all touch point surfaces.
    2. Check/refill soap dispenser, air care, women's care waste bins, toilet paper.
    3. Pick up all trash and debris and sweep floor
    4. Empty trash from all receptacles
    5. Clean countertops, sinks and dispensers
    6. Spot clean walls and restroom stall areas
    7. Clean all bright work and mirrors
    8. Clean the floor (Free of sand)
    9. Treat any restroom odors
    10. Ensure all mechanical, electrical and plumbing equipment are working properly
    11. Provide all materials and supplies for restrooms.
    12. Ensure the surrounding area is clean and free of debris and trash
  - Steam cleaning or power washing of the interior floors and walls at the beginning, middle and end of each season
  - Completing or coordinating repairs and maintenance to the plumbing, solar, electrical and septic systems
  - Monitor the level of the holding tank weekly and coordinate pump outs with Board of Health
  - Ensure port-a-potties are on site and secured for weather when restrooms are closed to the public in coordination with the Board of Health.
  - Coordination of plantings, pruning, trimming, cutting and removal of shrubbery and bushes around the comfort station with the Menemsha beautification club.

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- C. Trash and recycling collection around the Harbor to co-inside with comfort station cleaning times.
  - Barrels shall be placed in multiple locations around the harbor as described by the Harbormaster Between April 15<sup>th</sup> and November 15<sup>th</sup>. Additional barrels may be required due to heavy traffic throughout the summer months.
  - Transient boaters will be directed to trash barrel locations by the Harbor Department No collection of trash directly from transient boats will be necessary
  - Collection of trash, litter and debris from Menemsha Harbor docks, beach, parking lot, and Town Dump that has not been properly placed in in barrels or dumpsters to co-inside with the first cleaning visit of each day. (9am shoulder season, 6am peak season). This shall include personal belongings left on the beach by visitors. Any items of value shall be turned in to the Harbor Department for lost and found.
  - Repair or replacement of trash and recycling barrels as needed.
  - Removal of large trash or harbor debris (floatsam and jetsam) shall be removed at the request of the Harbor Department or local business owners.
  - Collection of waste oil or other hazardous material as requested by the Harbormaster, local business owners or concerned residents/visitors.
  - Provide barrel liners.
- D. Storm/ Hurricane Preparations:
  - Remove or secure trash and recycling barrels
  - Temporarily close the comfort station and secure entry and exits, board up windows.
  - Post-storm clean up and re-opening of comfort station, replacement of trash and recycling barrels.
- E. Coordinate with water commissioners and local plumbing service to ensure the water is turned on and operating properly throughout Menemsha on April 15<sup>th</sup> of each year. If April 15<sup>th</sup> falls on a holiday or weekend, the water shall be turned on and operating properly the following business day. Inspect all fresh water systems the day it is turned on and fix any leaks on the spot. If repair is needed beyond capabilities, coordinate repair with local plumber.
- F. Ensure the beach walkway from the comfort station to the northeast corner of the parking lot is installed by April 15<sup>th</sup> of each year and removed and stored by November 15<sup>th</sup> of each year. Coordinate with local contractor for any additional equipment or personnel needed to complete this task.

- G. Ensure the snow fence or other agreed upon barrier is in place on the beach to prevent excessive sand from blowing across the parking lot by November 15<sup>th</sup> of each year. Coordinate with local contractor for any additional equipment or personnel needed to complete this task.
- H. Attend Town Meetings when agenda special projects or other items relevant to Menemsha.
- I. Provide an annual report to the Harbormaster and Board of Selectmen.
- J. Attend annual budget hearing and responsibly maintain Comfort Station Budget.

The essential duties listed are intended only as illustrations 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.

These duties shall be performed appropriately to represent the decisions and policies of the Board of Selectmen and with respect and confidentiality for the applicants and the Board.