

- I. POSITION TITLE: Assistant Beach Superintendent  
*Approved 7/17/08, Amended 1/20/2009 and 3/15/2013*
- II. SUPERVISOR: Beach Superintendent and Beach Committee (Committee)
- III. GENERAL DESCRIPTION OF DUTIES:
- When the Beach Superintendent is not available, oversees all aspects of management of Beach Department including, but not limited to, supervisory and administrative tasks.
  - When the Beach Superintendent is not available, coordinates and oversees day-to-day operations for the Chilmark Beach Department to ensure a safe and pleasurable experience for visitors.
- IV. PRIMARILY IN-SEASON DUTIES AND RESPONSIBILITIES :
- A. Assists in supervising the day-to-day operations of the department and all personnel, including compliance with all relevant regulations, policies and procedures. Helps organize staff schedule to ensure adequate daily coverage at all work locations.
  - B. Assists in making sure all employees hold current certifications and that skill reviews and drills are performed frequently.
  - C. Assists in performing all administrative tasks as directed by the Beach Superintendent. These tasks may include, but not be limited to the ordering of beach supplies, maintaining staff records, scheduling, preparing weekly employee payroll, providing beach information to the public, ensuring regulation of town beach events.
  - D. Reports any deficiencies or problems that he/she cannot immediately correct to the Beach Superintendent or Committee Chair.
  - E. Assists in developing, implementing and overseeing a new Lifeguard mentor program.
  - F. In order to keep all equipment clean and in working order, assists in arranging for routine maintenance of grounds and the upkeep of equipment as recommended by the manufacturer(s).
  - G. Maintains surveillance over conditions related to beach erosion, surf conditions and emergency access and communicates to the Beach Superintendent, Committee and appropriate public safety officials as necessary.
  - H. Maintains a professional working relationship with key constituencies including the Beach Committee, the Board of Selectmen, the Finance Advisory Committee, the Police and Fire Chiefs, the Harbormaster, the Director of Emergency Management and meets with the above as necessary.
  - I. Assists in the review of day to day operations and plans for events, training, and future projects.
  - J. Assists in the development and implementation of operational policies for special operations (i.e., beach rescues, beach event gatherings and other rescue training or special events).
  - K. Performs other duties as assigned by the Beach Superintendent.

The essential functions or 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 Beach Committee and with respect and confidentiality for the Committee as needed.

Educate self in Massachusetts General Law and other sources as they pertain to the Beach Committee's practices and procedures; review changes in requirements with the Committee.  
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Participate in education and training through classes, conferences or other methods as determined by the Committee and in coordination with the Executive Secretary as needed.

PRIMARILY OFF-SEASON DUTIES AND RESPONSIBILITIES:

A. None.

V. SUPERVISORY RESPONSIBILITIES:

A. Assists in supervising all employees or contractors hired by the Beach Department including:

- Sticker Office employees and Sales employees
- All Beach Lifeguards for three town beaches
- Parking Guards
- Gate Guards
- Contractors

B. Assists in managing violations of rules and regulations including, but not limited to, review, retraining and discipline of personnel as needed. Makes recommendations to the Committee if further actions are warranted. Forwards recommendations for suspension and/or dismissal to the Committee. Dismissal of employees from the department is the responsibility of the Committee.

VI. REQUIRED KNOWLEDGE, SKILLS , ABILITIES AND REPORTS:

- A. Ability to work in a stressful and occasionally challenging environment.
- B. Familiarity with Town by-laws and rules and regulations.
- C. Familiarity with beach policies and procedures in order to enforce regulations.
- D. Ability to tactfully and appropriately assist in supervising all department employees.
- E. Ability to recognize when an issue requires additional assistance.
- F. Current valid Massachusetts's driver's license.
- G. Basic computer skills.
- H. Accurate record keeping skills.
- I. Physical Requirements: Good physical stamina, endurance and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry and balance at times and in all weather conditions.
- J. Criminal Offender Record Information (CORI) Report on file
- K. Lifeguard Certification

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Current American Heart Association Basic Life Support (CPR)
- B. First Responder (first Aid) training or higher

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS:

**Seasonal Grade 6**

APPROVED BY THE HUMAN RESOURCES BOARD:

\_\_\_\_\_ Date: \_\_\_\_\_ Chair:

REVIEWED BY BOARD OF SELECTMEN:

\_\_\_\_\_ Date: \_\_\_\_\_ Chair:

*Originally approved on 7/17/2008, amended and approved on 1/20/2009 to require a CORI report (see J. in Sec. VI), amended by the HRBC on 3/15/2013 to approve the recommendation to the BOS to require Lifeguard Certification (see K. in Sec. VI).*

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