

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.

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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