

APPROVED: _____, 2013

Town of Chilmark

I. Title: Temporary Beach Laborer

II. Supervisor: Beach Superintendent

III. General Duties: Under the supervision of the Beach Superintendent the Beach Laborer shall assist in opening the beaches (LVB, Squibnocket, Menemsha) for the summer season and assist in the closing of the beaches at the end of the season (Sept – Oct).

IV. Duties shall include but shall not be limited to:

- A. Cleaning the Beach of debris prior to opening.
- B. Clearing trails as necessary to ensure the safe passage of the Patrons over the summer season.
- C. Posting signage as necessary to inform Patrons of hazards and trail ways.
- D. Lay walkways prior to the opening of the beaches.
- E. Clean parking lot of all debris.
- F. Ensure that Parking Guard Sheds are clean and in good working order. Make any repairs necessary.
- G. Complete any other related tasks as requested by the Supervisor.
- H. Maintain a professional and courteous relationship with the public and Patrons.

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.

All duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark and with respect of and confidentiality for the parties involved.

Educate self in Massachusetts General Laws and other sources as they pertain to the practices and procedures.

V. SUPERVISORY RESPONSIBILITIES: None

VI: REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Have a current Massachusetts Drivers License
- B. Good communication skills
- C. Organizational skills
- D. Must be able to lift 50 pounds
- E. Must be 18 years or older
- F. Must be able to read and speak English proficiently.

VII. PREFERRED ABILITY:

- A. Have current CPR card and first aid training

VIII. POSITION GRADE LEVEL AND TIME REQUIREMENT: **Grade 1**
2 weeks prior to beach openings in spring and 2 weeks after the close of beaches in the fall.

Approved by the Human Resources Board:

_____ Frank LoRusso, Chair Date: **3/15/2013**

Reviewed by the Board of Selectmen:

_____ , Jonathan Mayhew, Chair Date: _____