

**Job Description – Menemsha Harbor Traffic Control Supervisor – Chilmark Town Hall**

November 18, 2022

- I. POSITION TITLE: Traffic Control Supervisor (TSC)
- II. SUPERVISOR: Harbormaster (HM)
- III. GENERAL DESCRIPTION OF DUTIES: Assist the HM in regulating and controlling the roadways of Menemsha village, motor vehicle traffic flow and vehicle parking regulations. Supervision and direction of all Harbor Department employees assigned to traffic control and parking responsibilities.
- IV. DUTIES and RESPONSIBILITIES:
  - A. Enforce parking regulations within Menemsha Village to include the Menemsha Beach parking area, Basin Road, North Road from the intersection of Basin Road to Boathouse Road, Boathouse Road, and the West Dock parking area.
  - B. Maintain law and order on Town wharves, and applicable roadways, and respond to complaints regarding noise, vehicles parked illegally or on private property, traffic flow, traffic obstructions, and other related parking and traffic matters.
  - C. Job Schedule: Summer Season

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.
- V. SUPERVISORY RESPONSIBILITIES: Assistant Wharfinger
- VI. REQUIRED KNOWLEDGE, SKILLS and ABILITIES:
  - A. Have a detailed knowledge of roadways and parking regulations particular to Menemsha Village.
  - B. Must be capable of being Authoritative and maintain favorable public relations as a Town official.
  - C. Ability to work with little day-to-day supervision.
  - D. Ability to communicate effectively with town employees, state and local officials, and the general public.
  - E. Respect for the privacy of co-workers and the public we serve
- VII. QUALIFICATIONS:

