

BOS 1/20/09

- I. POSITION TITLE: Beach Superintendent Approved 7/17/08
- II. SUPERVISOR: Beach Committee (Committee)
- III. GENERAL DESCRIPTION OF DUTIES:
- Oversees all aspects of management of Beach Department including, but not limited to, supervisory and administrative tasks.
 - 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. Supervises the day-to-day operations of the department and all personnel, including compliance with all relevant regulations, policies and procedures. Organizes staff schedule to ensure adequate daily coverage at all work locations.
 - B. Assures all employees hold current certifications and that skill reviews and drills are performed frequently.
 - C. Performs all administrative tasks, including but not 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. Delegates tasks to the Assistant as appropriate.
 - E. Reports any deficiencies or problems that he/she cannot immediately correct to the Committee Chair.
 - F. Approves all routine expenditures that are less than \$1,000; informs the Committee Chair when non-routine expenditures exceed \$1,000.
 - G. Schedules and attends beach Committee meetings at the request of the Committee.
 - H. Provides current and updated information to the Committee. At least twice yearly, provides a report to the Committee on possible upcoming changes that may effect the operation of the department.
 - I. With the Committee, disseminates and enforces the disciplinary & grievance policy.
 - J. Develops, implements and oversees a new Lifeguard mentor program.
 - K. In order to keep all equipment clean and in working order, arranges for routine maintenance of grounds and the upkeep of equipment as recommended by the manufacturer(s).
 - L. Maintains surveillance over conditions related to beach erosion, surf conditions and emergency access and communicates to the Committee and appropriate public safety officials as necessary.
 - M. 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.

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- N. Reviews day to day operations and plans for events, training, and future projects.
- O. Oversees the development and implementation of operational policies for special operations (i.e., beach rescues, beach event gatherings and other rescue training or special events).
- P. Performs other duties as assigned by the Chair of the Beach Committee.

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. 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. Hires adequate seasonal full-time and substitute staff.
- B. Prepares and submits an annual budget and report to the Committee in a timely fashion prior to the town's annual meeting.
- C. Prepares for the needs of the upcoming season as deemed necessary by the Committee.

V. SUPERVISORY RESPONSIBILITIES:

- A. Directly supervises all employees or contractors hired by the Beach Department including:
 - Assistant Superintendent(s)
 - Sticker Office employees and Sales employees
 - All Beach Lifeguards for three town beaches
 - Parking Guards
 - Gate Guards
 - Contractors
- B. Submits performance evaluations of all employees as mandated by the Chilmark Personnel By-Law.
- C. Manages 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 AND ABILITIES:

- 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 supervise 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.

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PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Current American Heart Association Basic Life Support (CPR)
- B. First Responder (first Aid) training or higher
- C. Lifeguard training or the ability to acquire.

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS:

Grade: 9, Seasonal

per smt
1/6/09
APPROVED BY THE PERSONNEL BOARD:

Date: 7/24/08

Chair:

Richard Williams

REVIEWED BY BOARD OF SELECTMEN:

Date: 1/20/09

Chair:

Shawn Smith