

I. Position Title: Assistant Shellfish Constable/Propagation Agent

II. Supervisor: Shellfish Propagation Agent/ Shellfish Constable

III. General Description of Duties:

Enforce the Federal, State, and local laws, rules and regulations pertaining to the harvest of shellfish, to inspect shellfish catches; and to assist the Shellfish Propagation Agent with Chilmark's shellfish propagation program as needed.

IV. Duties and Responsibilities:

- A. To make daily checks of town's ponds and shell fishermen in season.
- B. To issue permits and check permits as needed
- C. To issue civil/criminal citations for violations, and to follow up with attendance in court as needed.
- D. To assist with shellfish propagation efforts.
- E. To assist with maintenance and construction of equipment for shellfish propagation program.
- F. To assist with the protection of the shellfish beds from oil spills and other sources of pollution.
- G. To participate in trainings as requested.
- H. To participate in shellfish meetings and presentations as requested by Propagation Agent/Shellfish Constable.
- I. To record data pertaining to shellfish harvests.
- J. To maintain daily logs.

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 Town of Chilmark, and with the respect and confidentiality of the parties involved.

Knowledge of Massachusetts General Laws and other sources as they pertain to the Board of Selectmen's practices and procedures. Participate in continuing education through classes and conferences as determined by the Board of Selectmen and the Shellfish Steering Committee.

V. Supervisory Responsibility: None

VI. Required Knowledge, Skills, Abilities

- A. Knowledge of and experience in shellfish operations.
- B. Knowledge of and job experience related to marine life.
- C. Valid MA driver's license or the ability to obtain one within six months of hire.
- D. Ability to handle boats and shell fishing equipment.

- E. Knowledge of federal state and local laws as they pertain to shellfish harvests.
- F. Ability to enforce federal state and local laws, rules, and regulations.
- G. Ability to perform the physical duties as described above, meaning the ability to lift and move up to 100 pounds of weight by oneself and to move 150 pounds with assistance.
- H. Ability to effectively communicate both verbally and in writing with Town employees, state and local officials, and the general public.
- I. Respect the privacy of co-workers and the public being served.

VII. Education and Experience

- A. 3 years shellfishing experience
- B. High school diploma or GED.

VIII. Position Grade Level and Time Requirements

Grade 6. Non-exempt salaried year round position, 730 hours per year.

Approved by the Personnel Board: \_\_\_\_\_ Date:

Reviewed by the Board of Selectmen: \_\_\_\_\_ Date: