

I. **POSITION TITLE:** Shellfish Department Laborer

II. **SUPERVISOR:** Shellfish Constable

III. **GENERAL DESCRIPTION OF DUTIES:**

- Assist the Shellfish Constable with placement and removal of aquaculture equipment used for the town's municipal shellfish propagation program.
- Assist the Shellfish Constable repair and maintain equipment for the program.
- Equipment production and assistance in the transportation of equipment to site.
- Assist in 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. Clean up of used equipment at the Town storage area.
- C. Cleaning, scraping, and painting town boat and/or gear.
- D. Learn and perform tasks related to equipment production. ( Examples: splicing rope, tying knots, building/woodworking)
- E. Maintenance of Shellfish Building. (Examples: painting and waterproofing structure, building/woodwork of required improvements)
- F. Perform other duties as assigned by the Shellfish Constable.

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.

**VI. REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

- A. Ability to work in challenging weather conditions.
- B. Must be able to physically perform the duties outlined above and be able to lift at least 100 pounds of weight.
- C. 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.
- D. Learn and execute safety protocols outlined and required by law.
- E. Must have a flexible work schedule that allows hours to be worked over the specified months listed below (Section VII). Also must be available for work on weekends if scheduled work time changes because of weather conditions.

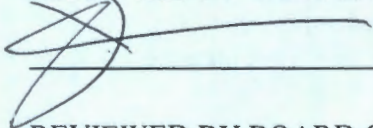
**VII. POSITION GRADE LEVEL & TIME REQUIREMENTS:**

- A. **Grade: 3/S1 (\$14.71/hr)** FY15 BUDGETED: 330 hrs/yr (variable hours during the months of May, June, September and October). Hours will be worked mostly but not limited to those specified months.

APPROVED BY THE PERSONNEL BOARD:

Date:

Chair:

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5/7/14

JIM MALKIN

REVIEWED BY BOARD OF SELECTMEN:

Date:

Chair:

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