

AUG 07 2007

- I. POSITION TITLE: **Shellfish Constable**
- II. SUPERVISOR: Board of Selectmen
- III. GENERAL DESCRIPTION OF DUTIES: As defined by Massachusetts General Laws other than the propagation of shellfish.
- IV. DUTIES AND RESPONSIBILITIES:
  - A. Inspect Shellfish catches
  - B. Arrest and prosecute violators
  - C. Issue and/or check permits
  - D. Submit annual report for Town Report
  - E. Assist in the supervision of Assistant Shellfish Constable(s)
  - F. Work with other Town Departments as directed by Supervisor

The essential functions of 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 respect and confidentiality for the parties involved.

Educate self in Massachusetts General Laws and other sources as they pertain to the Board of Selectmen's practices and procedures: review changes in the requirements with the Board. Participate in continuing education through classes and conferences as determined by the Board and in coordination with the Board of Selectmen.

- V. REQUIRED KNOWLEDE, SKILLS AND ABILITIES
  - A. Knowledge and job experience related to marine life and marine biology
  - B. Shell fishing experience
  - C. Ability to handle small boats in all weather conditions
  - D. Knowledge of State and local laws and practices as they relate to the responsibilities
  - E. Knowledge of rules and regulations relation to shellfish and shell fish propagation
  - F. Ability to physically perform and enforce the above mentioned duties.
  - G. Ability to communicate effectively with Town employees, state and local officials and the general public.
  - H. Respect the privacy of co-workers and the public served.
- VI. POSITION GRADE LEVEL AND TIME REQUIRMENTS: Grade 8, year round position; 14 hours per week.

Grade 9*
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Town of Chilmark – Position Description – July 2007  
Shellfish Constable

Approved By: The Personnel Board Date: 7/24/2007 Chair: Jennie Greene

Reviewed by the Board of Selectmen: Date: 8/1/07 Chair: William N. Rossi

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\*At the September 29, 2017 Human Resource Board Meeting it was voted to recommend that this position description be placed at a Grade 9. This vote was approved by the Board of Selectmen on October 17, 2017 and the new compensation plan was voted at the Special Town Meeting on November 27, 2017.

Human Resource Board Chairperson:

Jennie Greene 2/08/18  
Jennie Greene

Board of Selectmen:

William N. Rossi  
William N. Rossi