

PROGRAM SUPERVISOR MAINTENANCE

Position Purpose:

The purpose of this position is to perform basic maintenance task for the Summer Recreation Program, the Beach Office Operation, and the Lifeguard Operation; performs all other related work as required.

Supervision:

Supervision Scope: Performs responsible duties requiring knowledge of basic maintenance and the use of light-duty tool and the exercise of judgment and initiative to perform duties, complete assigned tasks, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Work is performed under the general direction of the Deputy Community Service Director: Recreation & Beach ; refers all unusual cases to Deputy Community Service Director: Recreation & Beach .

Supervision Given: None.

Job Environment:

Work is performed outdoors with uninterrupted exposure to weather extremes and inclement weather; the noise level is moderate at most times. Hours may require weekend work.

Operates light-duty tools.

Makes contact with the Program Supervisor – Beach Operation, Program Supervisor – Lifeguard, Program Supervisor – Summer Recreation, general public, beach staff, and National Seashore. Contacts are in person and consist of an information exchange dialogue.

Errors could result in poor public relations, delays in service and financial repercussions.

Essential Functions:

(The essential functions or duties listed below 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.)

Under the supervision of the Deputy Community Service Director: Recreation & Beach, this position is held responsible for the daily maintenance and repair for the Beach Operation, Lifeguard Program, and Summer Recreation Program as follows:

Keeps the Deputy Community Service Director: Recreation & Beach informed of maintenance activities requiring their attention and immediately reports any significant problems found.

Responsible for the installing beach signage at town owned beaches.

Answers questions from the public or directs them to contact the appropriate individual.

Performs inventory and inspection of beach signs and recommends to the Deputy Community Service Director: Recreation & Beach for purchases.

Responsible for the basic maintenance tasks required by the Summer Recreation Program, Lifeguard Program, and Beach Office Operation.

Conducts routine checks of all beaches and parking locations; ensures mutt mitts are full and trash is not overflowing.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school education. Skilled in general maintenance and the use of light-duty tools.

Special Requirements:

CORI/SORI checks.

Possession of a valid driver's license

Must be 18 years of age at date of hire.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the hazards and safety precautions involved in the work performed. Knowledge of beach rules and beach parking rules and thorough understanding of intention of said rules.

Ability: Ability to communicate effectively with the all members of the public, in a courteous and tactful manner. Ability to be effective under conditions which create emotional and physical stress. Ability to fairly and tactfully enforce rules and regulations.

Skill: Skill in all of the above listed tools and equipment. Excellent customer service skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

May spend large portion of shift walking and/or standing. Communicates verbally and in writing. Ability to lift up to 100 lbs. Required to move equipment on occasion. Must be able to descend and ascend up steep dunes, unsteady terrain on occasion.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)