

Town of Truro

Job Description

Beach Attendant

Title: Beach Attendant
Classification Code: Grade 1 (Seasonal – Summer Only)
Reports to: Rec/Beach Dir

Weekly Hours:

Average work week is flexible and the scheduled hours vary from 20-40 per week, weather permitting. Works under the direction of the Rec/Beach Director. Person should be available 7 days per week. Work schedule may include some weekend hours on an as-needed basis. Scheduling required and must be agreed upon between employee and Rec/Beach Director.

Job Environment:

Work is generally performed outdoors with exposure to variable weather conditions. Must be able to interact well with fellow employees and the public in a courteous, helpful and respectful manner, and be willing to lend assistance where needed.

Specific Duties:

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.

1. Inspect and allow admittance to vehicles with proper stickers to park at beach parking areas.
2. May also include the collection of daily fees at the cash beaches.
3. Maintain an orderly flow of traffic to and from the parking lots and all adjacent roadways.
4. Notify Supervisor and/or Truro Police Department of illegally-parked vehicles in a tow zone.
5. Patrol roads accessing beaches and report illegally parked vehicles.
6. Duties shall also include the general custodial maintenance of the beach parking facilities (i.e. picking up debris and trash.)
7. Inspect beaches and parking areas to assess the overall conditions, identify areas that require attention, and perform non-routine maintenance to eliminate debris.

8. Report to Director any public safety issues that may arise.
9. Perform any other job-related tasks as requested by the Director.

Desired Qualifications:

1. Ability to work independently with minimal amount of supervision.
2. Be dependable and have a good work attitude.
3. Ability to follow orders and use independent judgement when needed to successfully complete assignments.
4. Ability to communicate clearly both orally and in writing in the English Language.
5. Ability to do simple mathematics.
6. Ability to exhibit patience and diplomacy with the public.

Minimum Required Qualifications:

1. Ability to do moderately strenuous work and be able to work in a standing position for up to eight hours daily.
2. Some experience in related work preferred.
3. Must be at least 16 years of age.

(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.)

06 - 09 rates; fy11,fy12; 4/12; 4/13; 1/14 adj; 4/15; 3/16 rates