

## **BEACH ATTENDANT BEACH OFFICE PROGRAM**

### **Position Purpose:**

The purpose of this position is to perform general duties attending the entrance and maintaining the town beach; performs all other related work as required.

### **Supervision:**

*Supervision Scope:* Performs responsible duties requiring a thorough knowledge of responsibilities 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 Beach/Rec Program Supervisor and the Beach/Rec Assistant Program Supervisor.

*Supervision Given:* None.

### **Job Environment:**

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

Makes constant contact with the general public. Contacts are in person and consist of an information exchange dialogue.

Operates calculator, telephone and radio.

Errors could result in loss of services, minor monetary loss, and poor public relations.

### **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.)*

Completes check in/check out procedures (picks up items for the day, signs in, signs out, checks notices, checks beach assignment).

Arrives prepared for the day (with food, beverages, in uniform and with any other items needed for the shift).

Complete hourly checklist.

Inspects stickers of all incoming cars (and cars already in the lot at the start of the shift).

Answers questions from the public.

Enforces beach and parking policies.

Reports safety, enforcement, facility, and shark sighting information to Beach/Rec Program Supervisor or Beach/Rec Assistant Program Supervisor, or other appropriate authorities in a timely manner.

Refills mutt mitts, cleans up trash in parking lot, sweeps walkways, checks port-johns, and updates fire permit signs daily.

Collects fees for daily passes, completes receipts, gives customers hang tag, ensures that all hang tags and receipts are accounted for.

Clean beach of trash, debris, etc. as needed.

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

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High school education; or any equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

*Knowledge:* Knowledge of basic math.

*Ability:* Ability to communicate effectively with the all members of the public, including children, in a courteous and tactful manner. Ability to work independently and to be outside for 7+ hours. Ability to fairly and tactfully enforce beach rules and regulations.

*Skill:* Excellent customer service skills. Basic math 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.*

Must frequently position self to view parking permits affixed to vehicle and license plates. Must frequently discern numbers/ letters on permits and license plates accurately. Frequently traverses uneven terrain and moves from one area of the parking area to another and all areas of the beaches. Occasionally moves objects weighing up to 10 pounds. Frequently required to

communicate effectively with members of the public and Town staff and communicate over a radio system. Constantly works in outdoor weather conditions.

*(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.)*