

BEACH SUPERINTENDENT– JOB DESCRIPTION
DEPARTMENT OF RECREATION
TOWN OF MASHPEE, MASSACHUSETTS

SUMMARY

The purpose of this position is to assist the Recreation Director and/or Program Supervisor as required in all matters pertaining to beach recreational programming and operations and to respond to, investigate and take appropriate actions regarding complaints or issues involving beaches. The Beach Superintendent is expected to have direct contact and oversight of Lifeguards, Gate Attendants and Water Safety Instructors, included, but not limited to scheduling, maintaining and assuring appropriate staffing levels. The Beach Superintendent is further expected to appropriately enforce stated personnel policies and procedures outlined in the Beach Staff Handbook in addition to regulations as established by Mashpee by-laws or laws adopted by the Commonwealth of Massachusetts. The Beach Superintendent shall be responsible for the planning, implementation and assistance in the arrangements for; adequate safety and training, all swim and aquatic lessons, beach-related equipment, parking, transportation, clean-up of beaches and adjacent parks, and public access. The Beach Superintendent will support the mission of the Recreation Department.

SUPERVISION

Supervision Received: Recreation Director, Assistant Recreation Director

Supervision Given: Lifeguards, Gate Attendants and Water Safety Instructors

JOB ENVIRONMENT

Work is performed in a designated area within the Recreation Office, and in the field during all seasonal weather conditions. The weather conditions may be uncomfortably hot or cold. Periodically the person in this position is subjected to stress of other individuals and the volume and/or rapidity with which tasks must be accomplished. Requires continuous concentration and composure during emergencies and/or high volume periods. Seasonal activity requires weekend and Holiday scheduling and availability for call-in during emergency situations.

Requires the operation of a motor vehicle, truck, telephone, two-way radio, emergency equipment, communication equipment, copiers, facsimile machines, and standard office equipment.

Makes frequent contact with the general public, police officers, other agencies internal and external to Town government, communication frequently is by telephone, two-way radios, personal discussion and standard reports or electronic mailings.

ESSENTIAL FUNCTIONS

[The general duties and essential functions 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. Performs varied and responsible duties requiring thorough knowledge of town by-laws, state laws and department rules, regulations, policies and procedures pertaining to Beach Superintendent duties and functions, exercises substantial independent judgment and initiative to accomplish competent service delivery, particularly in situations not clearly defined by precedent or established procedures; and works independently and in combination with other department employees or agencies.
2. Explains applicable statutes and by-laws which regulate the control of parking and beach access, use of Town of Mashpee regulated beach recreational areas; advises individuals on specific state laws, town by-laws, codes and rules or regulations regarding such use or access; issues verbal warnings to violators.
3. Prepares and submits written reports, records or other documents as required. These include; employee time sheets, lifeguard daily log, waterfront attendance sheets, John's Pond Gate receipts, responsible for the collection of monies and receipts at John's Pond, ensuring that receipts and monies are accurately accounted for on a daily basis. Responsible for ensuring John's Pond bank has appropriate bills for gate attendants to make change daily.
4. Uses a keyboard and submits required reports through department report writing system and software programming.
5. Communicates orally and in writing effectively to co-workers, superiors, the general public, other town departments, other governmental agencies and others. Demonstrates courtesy and respect in such communication that exemplifies integrity, trust, dignity and professionalism. Attends meetings of designated town officials and participates in discussion on matters affecting beach program.
6. Maintains confidentiality of department records and information on a "need to know basis."
7. Maintains activity and/or vehicle logs as required.
8. Maintains all department vehicles and equipment assigned to him/her in efficient order and treats such vehicles and equipment with proper care. Reports any damage or inadequacies as required. Make certain that all portable bath units are clean and properly maintained.

9. Wears uniforms and equipment assigned to him/her and in a manner prescribed by the Recreation Director and/or Recreation Program Supervisor. Responsible for making sure staff are presentable and in uniform before shift begins.
10. Oversees the operation of the town beaches for swim instruction and recreational use; patrols Town of Mashpee staffed beaches daily to ensure compliance with safety, town by-laws and other regulations. Makes written reports, maintains a daily log and reports any unusual circumstances to Recreation Director and/or Assistant Recreation Director. Contacts other agencies for immediate response if dictated by the circumstances.
11. Implements plan of standard practice for ensuring the security, cleanliness, safety and convenient access of the beaches for use by visitors. Implements, with assistance from Head Guard, an emergency procedure for areas of the beach site. This procedure is thoroughly and effectively communicated to all beach personnel; including Gate Attendants and Lifeguards.
12. Responds to inquiries and complaints from residents and visitors; maintains good public relations.
13. Reports on activities associated with responsibilities as required.
14. Reviews policies relating to beach programming and makes recommendations for improvement of same; at year's end, prepares recommendations for next year.
15. Performs similar or related work as required or as the situation dictates.

ERRORS AND OMMISIONS

Errors could result in the significant delay or loss of service; physical and/or mental injury, have legal ramifications and create monetary loss.

MINIMUM QUALIFICATIONS

Education, Training and Experience: High School Graduate, minimum age requirement is 21 years old, current certificate in American Red Cross Lifeguard Management, two (2) years in a supervisory or leadership position. Must be familiar with all applicable state and local regulations, and have a valid U. S. Driver's License.

Knowledge, Skills and Abilities:

Knowledge: Considerable knowledge of practices and techniques relating to management of beach programs and of accepted lifeguard procedures and practices. Knowledge of relevant Town of Mashpee by-laws, policies and regulations for access and recreational use of beaches.

Skill: Skilled in safe motor vehicle operation; must possess or have ability to possess CPR and First Aid certifications; certified in American Red Cross Lifeguard Management.

Ability: Ability to effectively and tactfully communicate with others; ability to develop and maintain harmonious relationship with others; ability to supervise others, conduct training, evaluate performance, enforce any discipline procedures when required; must be able to calmly and reasonably assess complex situations under pressure and to deal with caustic people in an appropriate manner; must be able to resist being drawn into confrontational situations, and able to exercise authority in a prudent and impartial manner, dependable under pressure. Ability to prepare detailed reports which include findings and recommendations pertinent to programming.

Physical Requirements: Moderate physical effort generally required. Frequently required to spend several hours standing, sitting and walking in various weather conditions. Physical mobility required such as bending, reaching, pulling, stooping and lifting objects which weigh fifty (50) pounds or more.

Special Requirements: The applicant must be a minimum of age twenty-one (21). The applicant must possess or acquire and maintain a valid Commonwealth of Massachusetts operator's license (class D) to drive a motor vehicle. The applicant must be a U.S. Citizen and have no felony convictions in a criminal record.

Preferred Requirements:

- Red Cross or YMCA Lifeguard training, CPR and First Aid or equivalent
- Water Safety Instructor Certified

Progressive responsible experience in lifeguarding, water safety and beach/waterfront management preferred, but not required. It is preferred that the applicant have at least two (2) years of prior experience working with computers or computer software that enhances his/her ability to produce professional documents. It is strongly preferred that the employee lives within a 20 mile radius of the Town of Mashpee for emergency response situations.

CPR and Basic First Aid certification is required upon appointment.

Possession of valid driver's license; must be able to successfully pass comprehensive background check.

Adopted: January 2016

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