

**SUMMER GATE ATTENDANT (BOAT RAMP & BEACHES) – JOB DESCRIPTION**  
**DEPARTMENT OF RECREATION**  
**TOWN OF MASHPEE, MASSACHUSETTS**

**SUMMARY**

The purpose of this position is to provide oversight of vehicle and boat trailer parking in designated areas, verify that vehicles entering the beach parking lot display the appropriate sticker and/or pass, confirm that the license plate number is consistent with the displayed sticker, monitor permitted fishing tournaments, and collect ramp usage fees. Ensures the safety of beach and boat ramp patrons by preventing and responding to emergencies. The Summer Gate Attendant conveys and enforces the rules and regulations as established by the Town of Mashpee Board of Selectmen, Mashpee by-laws, laws adopted by the Commonwealth of Massachusetts, and the Department of Conservation and Recreation (DCR).

**SUPERVISION**

*Supervision Received:* Beach Superintendent, Assistant Recreation Director, Head Lifeguard, and Recreation Director following established rules, regulations, policies and procedures.

*Supervision Given:* None.

**JOB ENVIRONMENT**

Work is performed at the beach or boat ramp, and in 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 availability for weekend and Holiday scheduling from Memorial Day until Labor Day.

Requires the operation of a cellphone and a two-way radio.

Makes frequent contact with the general public, police officers, lifeguards, other agencies internal and external to Town government. Communication frequently is by telephone and two-way radios.

**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.]*

1. Enforces all rules and regulations established by the Town of Mashpee, and the Department of Conservation and Recreation (DCR). Issues verbal warnings to violators

and prohibits unsafe activities. Reports unsafe activities in parking lot or ramp area to Harbormaster and/or Mashpee Police Department.

2. Participates in staff orientations, pre-season training, mock rescues, and in-service training. Has a clear understanding of his/her role in an emergency and is fully aware of the emergency action plan.
3. Assures that the parking area is cleaned upon arrival and when leaving, observes all conditions. Makes certain that all portable restroom units are clean and properly maintained. Reports any problems that may need immediate attention to the Beach Superintendent, Assistant Recreation Director or Recreation Director.
4. Greets vehicles entering the parking lot, verifies that vehicles entering the beach parking lot display the appropriate sticker and/or pass, confirms that the license plate number is consistent with the displayed sticker; where applicable, collects appropriate fees and issues numbered day passes, including fishing tournament participants. Maintains records of daily operations including the completion of forms as to number of occupants in vehicle and a record of the number of vehicles and persons using the beach or boat ramp facilities. Compares sales totals with currency to ensure accuracy and secures all funds following Mashpee Recreation procedures.
5. Directs vehicles within the parking area/lot, with an emphasis on safety and planning, for the most efficient use of available parking spaces. Ensures access way remains free of congestion for emergency vehicles, and ensures only authorized vehicles are allowed to use Handicap Parking designated spaces. Acts in emergency situations and follows emergency action plan.
6. Refers all complaints to Beach Superintendent, Assistant Recreation Director or Recreation Director if Beach Superintendent is unavailable; maintains good public relations.
7. Reports all accidents immediately to the Beach Superintendent, Assistant Recreation Director or Recreation Director. Also maintains clear written records pertaining to any situations requiring action.
8. Communicates orally and in writing effectively to co-workers, superiors, and the general public. Demonstrates courtesy and respect in such communication that exemplifies integrity, trust, dignity and professionalism.
9. Wears uniform and equipment assigned to him/her and in a manner prescribed by the Beach Superintendent, Recreation Director and/or Assistant Recreation Director.
10. Maintains assigned equipment, checking it for condition and placing requests for replacement equipment as needed to the Beach Superintendent, Assistant Recreation Director or Recreation Director.

11. Does not allow solicitation of any kind in the parking lot or beach area unless approved by the Town of Mashpee.
12. Must be available to work Saturdays, Sundays and Holidays.
13. Ability to operate cell phone and two-way radio.
14. Reports vandalism or other irregularities, informing violators of Town and State rules and regulations.
15. Performs similar or related work as required or as the situation dictates.

### **ERRORS AND OMISSIONS**

Errors or omissions, inadequate coordination, untimely work, inaccuracies, or actions and inactions beyond one's delegated scope of authority may result in technical flaws triggering assumed decisions, may produce extra work, may result in the significant delay or loss of service, may result in physical and/or mental injury, may impose injurious financial loss or have other legal ramifications.

### **MINIMUM QUALIFICATIONS**

Education, Training and Experience: CPR/First Aid Certification preferred. Must be familiar with all applicable state and local regulations; demonstrated aptitude or competence for assigned responsibilities; or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job.

#### **Knowledge, Skills and Abilities:**

*Knowledge:* Knowledge of relevant Town of Mashpee by-laws, policies and regulations for access and recreational use of beaches and state boat ramp/landing. Knowledge of practices and techniques relating to accepted emergency response procedures and practices.

*Skills:* Ability to possess CPR and First Aid Certification preferred. Must be capable of reporting to work punctually and dependable in attendance.

*Abilities:* Ability to effectively and tactfully communicate with others; ability to develop and maintain harmonious relationship with others. 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.

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 up to fifty (50) pounds.

Special Requirements: Must be a minimum age of sixteen (16) upon appointment. Must successfully pass a C.O.R.I. background check. Must be able to provide proof of eligibility to work in the United States.

[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.]

Adopted: February 1, 2021

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