

**Town of Natick
Job Description**

Position Title:	Beach Manager (seasonal)	PT Grade Level:	3 Non Exempt
Department:	CSD – Recreation & Parks	Reports to:	Assistant Recreation Director

Statement of Duties: Provides management and oversight of the operation of Memorial Beach

Supervision Required: The employee works under the general direction of the Assistant Recreation Director or Department Director.

Supervisory Responsibility: The employee is responsible for the supervision of all beach staff to include but not limited to attendants, lifeguards, head lifeguard, swim coach & swim instructors

Accountability: Errors and omissions in work could result in poor employee morale, monetary loss, legal repercussions and loss of life.

Judgment: Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves recognizing safety hazards, anticipating accidents and proper response.

Complexity: Work consists of a variety of duties that generally follow standardized practices, procedures, regulations and guidelines. The sequence of work and/or the procedures followed vary according to the nature of the situation/or information involved, or sought, in a particular situation.

Confidentiality: Individual judgment and application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case. Hipaa compliance is required

Work Environment: The employee will be working in a water front setting. The position is subject to heat, sun, rain and sometime severe weather. In addition, the job requires use of lifesaving equipment such as rescue tubes, AED's, backboards, CPR masks and handling Blood Borne Pathogens. The physical surroundings may be noisy and distracting and the working conditions vary on the weather.

Nature and Purpose of Contacts: The employee will primarily work with the public, co-workers, and staff from the recreation department. Contact with the public is extensive and requires patience, courtesy, tact and diplomacy. It also requires extensive contact and work with peers to ensure a safe environment

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Occupational Risks: Failure to follow proper protocols and apply training could result in sun exposure, heat and cold exposure, severe weather and the loss of life

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Direct and indirect supervision of all beach staff and the safety of all beach patrons
- Ensures adequate coverage of the swim area by Lifeguard, Swim Instructors and Attendants. Assigns, maintains and oversees employee's work schedule and daily tasks
- Evaluates, supervises the general care and cleaning of Beach facility and the maintenance and minor repair of equipment. Reports major repairs to Assistant Director NRPD
- Ensures all beach staff is functioning effectively. Coordinates all pre-season training, as well as, all in-service trainings. Establish and maintain effective working relationships with fellow staff and the general public
- Oversees all beach operations, cash handling, Board of Health regulations, track stock of concession and daily coordination of swim lessons, swim team and any special events
- Must be available weekends and evenings on an on-call basis
- Perform other duties as assigned by Assistant Director, NRPD

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Current Life Guard certification recognized by the Massachusetts Department of Public Health and ARC WSI certification is preferred. Current First Aid and CPR certification
- Applicant should be at least 21 years old and be able to demonstrate or give examples of their ability to effectively supervise others.

Special Requirements:

- ARC Lifeguard Trainer or ARC WSI Trainer certifications are preferred

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Physical and Mental Requirements

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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 position's essential functions.

Physical Skills:

- Physical requirements are endurance and must be able to pass a swimming and skills test in and out of the water. There may also be occasional lifting to include other individuals

Motor Skills:

- Duties involve close eye-hand coordination and physical dexterity.

Visual Skills:

- Ability to read, see and differentiate between colors.

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