



# TOWN OF WESTBOROUGH MASSACHUSETTS

<b>Job Title:</b> Waterfront Director	<b>Reports To:</b> Recreation Director
<b>Department:</b> Recreation	<b>Job Code:</b> R-7
<b>Location:</b> Chauncy Beach	<b>Hours per week:</b> Varies
<b>Revised:</b>	<b>FLSA Status:</b> Non-Exempt

**SUMMARY:** Plans, organizes and supervises the entire summer swim program at Lake Chauncy and independently performs supervisory, administrative and managerial duties in the daily operation of beach by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Promotes an emergency and public safety plan for the beach facility and its programs. Supervises the training of lifeguards and other beach personnel.

Communicates between the guards and the Recreation Dept. on a daily basis.

Responsible for all staff training, orientation and emergency procedure drills including covering Lake Chauncy Staff Handbook and updating it when necessary and providing in-service training every week during the season.

Sets up beach properly prior to season opening, and maintains during the season, including the beach front, rest rooms, parking lot and all safety equipment and supplies.

Monitors supply inventory, makes requests for additional supplies in a timely manner. Purchases supplies, keeps written inventory records, as required.

Schedules, in writing, all swim personnel for lessons, guarding, gate checking, maintenance, etc.

Completes staff evaluations, meets with staff individually to go over evaluations, prepares weekly staff payroll.

Communicates beach rules to staff and patrons and monitors their enforcement.

Maintains cordial staff-patron relations and mediates any staff and/or patron issues.

Visits Red Cross Office in Worcester for swim forms. Completes all progressive reports for children in lessons.

Serves as Water Safety Instructor and lifeguard as needed.

Maintains proper storage of all equipment at close of beach each day and at end of season.

Responsible for bringing all money collected from patrons to the Recreation Office.

Promotes emergency and safety procedures for the beach and informs the Recreation Department immediately of any concerns, issues or problems at the beach. Failure to promote a standard of care, surveillance and/or safety could result in loss of life. Negligence could potentially lead to a lawsuit involving the Town, yourself, and other staff.

**Supervisory Responsibilities:** Directly supervises up to 20 employees. Carries out supervisory responsibilities in accordance with the department's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Education and/or Experience:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations:** Certified in Red Cross or comparable association, Lifeguard Training, Standard First Aid, and C.P.R. for the professional rescuer (Or American Heart CPR for Healthcare Providers). Prefer Lifeguard Instructor Trainer and/or Water Safety Instructor Training as well. May be required to pass a water test as conducted by the Westborough Recreation Department.

**Other Skills and Abilities:** Ability to exhibit a very high degree of independence, good judgment, initiative, and imagination towards the duties of the job. Considerable knowledge of all the rules and regulations pertaining to safe waterfront operations. Proven ability to lead and teach other employees, maintain discipline and deal with the general public in a fair and reasonable manner.

**Physical Demands:** 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.

While performing the duties of this job, the employee is regularly required to swim, stand, walk, use hands to finger, handle, or feel, reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.

<b>Prepared By:</b> Alan Grady, Recreation Director	<b>Date:</b> 2016
<b>Approved by Personnel Board</b>	<b>Date:</b>
<b>Recommended by Town Manager</b>	<b>Date:</b>
<b>Approved by Board of Selectmen</b>	<b>Date:</b>