

**TOWN OF HALIFAX JOB DESCRIPTION**  
**PARKS SUPERVISOR/BEACH ATTENDANT**  
**PART TIME (SEASONAL)**

**GENERAL STATEMENT OF DUTIES:** To assist in maintaining safety and well-being of beachgoers, collecting fees, and performing general monitoring, cleaning and maintenance duties at Fourth Ave Beach.

**SUPERVISION RECEIVED:** Supervision received from the Elected Parks Commissioners.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

- Monitor beach to help ensure the safety and well-being of beachgoers and compliance with beach rules.
- Provide assistance and information to visitors as needed, including answering questions about beach rules, and facilities.
- Oversee the parking lot to ensure smooth traffic flow and proper use of parking spaces by properly permitted visitors.
- Monitor boat launch ramp and ensure that proper safety procedures are followed by visitors and beachgoers.
- Provide maintenance and cleaning of the grounds, including removing trash as needed.
- Establish and maintain effective working relationships with the public, remaining courteous, tactful, and poised at all times.
- Communicate with proper authorities if emergency situations occur with members of the public.
- May not consume or be under the influence of alcohol or any type of drug, including (but not limited to) marijuana, during working hours.
- Performs other related duties as required.

**QUALIFICATIONS AND SKILLS:** Ability to communicate effectively with individuals and groups. Must exercise tact and judgment in maintaining order and discipline and enforcing Beach regulations. Ability to multitask and perform work under minimal supervision.

**EXPERIENCE AND TRAINING:** Must have a valid work permit and the availability to work the required hours. Must have transportation to and from work. Proof of current certification required. CPR certification is preferred. Oral interview and reference check; CORI check and drug test for applicants 18 and older.

**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 accommodation may be made to enable individuals with disabilities to perform the functions.*

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

**WORKING CONDITIONS:** Work is generally performed outdoors under variable weather conditions. Depending on various circumstances, start and finish times may vary.

This position is a non-exempt position.

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.

*The Town of Halifax provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, pregnancy or pregnancy-related conditions, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal and state laws. Applicants with disabilities needing reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Cody Haddad, Town Administrator, [cody.haddad@halifax-ma.org](mailto:cody.haddad@halifax-ma.org) 781-294-1316*