

## **POSITION DESCRIPTION**

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**Class Title:** Beach Attendant  
**Department:** Public Works

**Location:** Town Beach  
**Date:** May 2007

Classification: Seasonal, Part-Time

FLSA: Non-exempt

### **GENERAL PURPOSE**

Performs direction and maintenance of the daily operation of the Town Beach.

### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Public Works Director.

**SUPERVISION EXERCISED** - None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees the day-to-day operation and maintenance of the Town Beach.
- Greets visitors, checks beach passes, directs visitors where to park; issues parking tickets if illegal parking is observed.
- Cleans beach, cleans and restocks bathrooms, and cleans parking areas daily.
- Gives timely notice to Public Works Director of supplies needed for the maintenance of the beach area.
- Takes trash from barrels to the Public Works Garage at designated area.
- Installs the marker rope around the swimming area.
- Reviews and checks on signs, and relays to the Public Works Director which signs need replacement as necessary.
- Inspects boats for milfoil prior to their entering the lake; directs owners to rinse boats if plant debris is present.
- Performs related work as required.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- A. Attendance at an accredited high school.
- B. Experience working with the public.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- A. Ability to work effectively with the public and other employees; must possess strong interpersonal skills.
- B. Ability to perform simple maintenance tasks on a regular basis.
- C. Ability to report problems and pertinent issues to supervisor on a timely basis.
- D. Ability to establish and maintain effective working relationships with customers and other

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employees.

E. Must be honest, trustworthy, diplomatic, polite, helpful, and firm when necessary.

### **TOOLS AND EQUIPMENT USED**

Cleaning and other small maintenance tools.

### **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 frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects or tools and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, talk, hear, and smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 works outdoors. The employee should dress appropriately for temperature and weather changes.

The noise level in the work environment is quiet to moderately noisy, depending on the activities in the area.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview, and reference check.

The duties listed above 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.

The 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.