

Town of Readfield

Beach Superintendent Job Description

Last Revised March 11, 2021

SUMMARY

The purpose of this position is to manage recreational programming and operations at the Readfield Town Beach under the direction of the Town Manager and guidance of the Recreation Board. The Beach Superintendent is expected to appropriately enforce Readfield Beach Rules and any applicable regulations of the Town of Readfield or State of Maine. The Beach Superintendent is responsible for safety and training, aquatic and other programming, beach related facilities and equipment, parking and regulating public access, clean-up and maintenance of the beach and adjacent municipal property, and the collection and accounting of fees. The Beach Superintendent will support the mission of the Town of Readfield as part of our team.

SUPERVISION

Supervision Received: Town Manager, Recreation Board (advisory only)
Supervision Given: Lifeguards, Attendants and Water Safety / Swim Instructors

JOB ENVIRONMENT

- Work is performed at the Readfield Town beach during 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 may require weekend, evening, and Holiday scheduling and availability for call-in during emergency situations.
- Requires the operation of a motor vehicle, standard grounds maintenance equipment, telephone, and standard office equipment.
- Makes frequent contact with the general public, police officers, other agencies internal and external to Town government.
- Communication frequently is by telephone, personal discussion, and standard reports or electronic mailings.

ESSENTIAL FUNCTIONS

[The general duties and essential functions 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. Performs varied and responsible duties requiring thorough knowledge of town ordinances and policies, and Recreation Board rules, regulations, policies and procedures pertaining to Beach Superintendent duties and functions, exercises substantial independent judgment and initiative to accomplish competent service delivery, particularly in situations not clearly defined by precedent or established procedures; and works independently and in combination with other employees.

2. Explains applicable rules which regulate the control of parking, beach access, and use of beach recreational areas; advises individuals on specific rules or regulations regarding such use or access; issues verbal warnings to violators.
3. Prepares and submits written reports, records or other documents as required. These include; employee time sheets, daily logs, waterfront attendance sheets, receipts, responsible for the collection of monies and receipts, ensuring that receipts and monies are accurately accounted for on a daily basis. Responsible for ensuring appropriate bills for gate attendants to make change daily.
4. Communicates orally and in writing effectively to co-workers, superiors, the general public, other town departments, other governmental agencies and others. Demonstrates courtesy and respect in such communication that exemplifies integrity, trust, dignity and professionalism. Attends meetings of designated town Boards and officials, and participates in discussion on matters affecting beach programs. Reports on activities associated with responsibilities as required.
5. Maintains confidentiality of applicable records and information.
6. Maintains activity and/or vehicle logs as required.
7. Maintains or arranges for the maintenance of all beach grounds, facilities, and equipment and treats all Town property with due care. Reports any damage or inadequacies as required. Makes certain that all portable bath units are clean and properly maintained.
8. Responsible for making sure staff and volunteers are presentable before shift begins.
9. Oversees the operation of the Town beach for swim instruction and recreational use; patrols Town of Readfield beach daily to ensure compliance with safety, and town regulations. Makes written reports, maintains a daily log and reports any unusual circumstances to the Recreation Board and Town Manager. Contacts other agencies for immediate response if dictated by the circumstances.
10. Implements plan of standard practice for ensuring the security, cleanliness, safety and convenient access of the beaches for use by visitors. Implements, with assistance from available staff or volunteers, any emergency procedure for areas of the beach site. This procedure is thoroughly and effectively communicated to all beach personnel; including Attendants and Lifeguards.
11. Responds to inquiries and complaints from residents and visitors; maintains good public relations.
12. Develops and implements a wide variety of recreational programming available to various age groups and abilities in order to enhance the Readfield Beach as recreational resource, and generate supplemental income for the facility.
13. Reviews policies relating to beach programming and makes recommendations for improvement of same; at year's end, prepares recommendations for next year.
14. Performs similar or related work as required or as the situation dictates.

QUALIFICATIONS

Education, Training and Experience:

- Minimum age requirement is 21 years old.
- Two (2) years in a supervisory or leadership position.
- Must have a valid U. S. Driver's License.
- Must possess or have ability to possess CPR and First Aid certifications.

Knowledge:

- Knowledge of practices and techniques relating to management of beach facilities and programs.
- Knowledge of relevant Town of Readfield policies and regulations for access and recreational use of the Town Beach.

Abilities:

- Ability to effectively and tactfully communicate with others.
- Ability to develop and maintain harmonious relationship with others.
- Ability to supervise others, conduct training, evaluate performance, relay any disciplinary needs to the Town Manager when required.
- 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.
- Ability to prepare detailed reports which include findings and recommendations pertinent to programming.

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 fifty (50) pounds or more.

Preferred Requirements:

- Certification in American Red Cross Lifeguard Management.
- Red Cross or YMCA Lifeguard training.
- Water Safety Instructor Certified.
- Progressive responsible experience in lifeguarding, water safety and beach/waterfront management.
- Two (2) years of prior experience working with computers or computer software that enhances his/her ability to produce professional documents.
- It is strongly preferred that the employee lives within a 10 mile radius of the Town of Readfield for emergency response situations.

Signed: _____ Date: _____

Printed Name: _____