



Town of Westford Job Description

<u>Position Title:</u> Waterfront Director (Seasonal)	<u>Band/ Step/ Hourly Wage:</u> Recreation Step Chart	<u>Previous Rev Date:</u> September 2015
<u>Reports To:</u> Recreation Director and Assistant Recreation Director	<u>Department:</u> Recreation	<u>Current Rev Date:</u> January 2023

Union Position: Non-Union
Hours: Vary - Up to 35 hours/week

Position Summary:

To oversee the safety of the waterfront, as well as the planning, coordination, and implementation of all instructional and recreational aquatic programming at Westford Town Beaches. Must be available to work a flexible schedule Monday - Friday.

Principal Responsibilities:

- Manage and supervise water safety staff and programs at three Town of Westford beaches.
- Plan and conduct skill verification and in-service training of waterfront staff.
- Understand beach policies, guidelines, and rules for waterfront use.
- Utilize appropriate supervisory and interpersonal skills to effectively communicate with the public and staff in applying policies, guidelines, and rules.
- Regularly observe waterfront staff and provide adequate instruction to ensure operations meet expectations.
- Respond effectively to water rescue situations and provide hands on assistance as needed.
- Work with Assistant Director on the scheduling of swim instructors and lifeguards.
- Facilitate and plan swim classes and other waterfront activities.
- Oversee and support staff in the maintenance of a clean, safe, and sanitary waterfront, including restrooms and storage areas. Maintain all waterfront equipment in proper working conditions.
- Identify hazards and manage waterfront activities accordingly.
- Maintain and update waterfront safety manual.
- Prepare records and reports as needed and in a timely manner.
- Communicate regularly with beach and office staff to facilitate and ensure smooth operations.
- Accomplish other related duties as assigned.

Required Experience, Skills, Knowledge, and Abilities:

Prior experience in waterfront/camp setting, including lifeguard or operations oversight, or equivalent management experience. Thorough knowledge of swimming and water safety skills. Understanding of facility characteristics, rules, policies, and procedures related to waterfront operations. Strong leadership and public relations skills. Ability to make sound decisions under pressure. Effective verbal and written communication skills. Must hold a valid driver's license and have reliable transportation. Must be proficient in Microsoft Office suite software applications in performance of job-related duties. Ability to pass a CORI check.

Education, Training, Special Licensure/Certification Requirements:

High School Diploma or GED. Prior experience and/or training in aquatics management and supervision. Must be a minimum of twenty-one (21) years of age and be certified in CPR & First Aid, Lifesaving and be a Water Safety Instructor (WSI).

Contacts (boards & committees, vendors, general public, etc.):

Communicates consistently with Assistant Director, swim staff, beach staff, program participants, and the general public.

Supervisory Responsibility (Include Positions Supervised):

Lifeguards, swim instructors and program staff.

Responsibility for Operating Budget: NA

Primary Physical Requirements:

*Use **F** for Frequently, **Q** for Occasionally, **R** for Rarely, **N** for Never

Primary Physical Requirements

LIFT up to 10 lbs.: F
LIFT 10 to 50 lbs.: F
LIFT over 50 lbs.: R

CARRY up to 10 lbs.: F
CARRY 10 to 50 lbs.: F
CARRY over 50 lbs.: R

Other Physical Considerations

Twisting: F
Bending: F
Squatting: F
Kneeling: F
Crouching: F
Swimming: F
PUSH/PULL: F

DURING AN 8 HOUR DAY,
EMPLOYEE IS REQUIRED TO:

<u>Consecutive Hours</u>	<u>Total Hours</u>
<u>Sit:</u> 1 2 3 4 5 6 7 8	<u>1</u> 2 3 4 5 6 7 8
<u>Stand:</u> 1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
<u>Walk:</u> 1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
<u>Swim:</u> 1 2 3 4 5 6 7 8	<u>1</u> 2 3 4 5 6 7 8

WORK SURFACE(S)

Desktop/Computer Table: R
Beach Sand, Grass, Water: F
Asphalt, Dirt, Concrete: F
Office Furniture, Carpet, Wood Floor: O

Summary of Occupational Exposures:

Performs work in a variety of environments, including, but not limited to, beach waterfront, sand, grass, dirt, and concrete. Exposed to use of megaphones, headsets, walkie-talkies, and a variety of life saving equipment. Exposed to all weather conditions, including, but not limited to, rain, wind, sun, hot and cold conditions. Exposed to different settings and associated equipment and noise. Ability to hear, talk, walk, sit, bend, twist, swim, squat, kneel, crouch, reach, grasp, pick up and carry heavy items.

Environment:

Outdoor water environment, beach waterfront, uneven sand surfaces, performs activities in and out of water, in all types of weather.

Inside: 10% Outside: 90%

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APPROVALS

<u>Town Manager</u>	<u>Date</u>
<u>Department Head</u>	<u>Date</u>
<u>Union Steward, if applicable</u>	<u>Date</u>
<u>Human Resources Director</u>	<u>Date</u>

Note: The purpose of this job description is to provide an outline of the more significant work elements of the position and to organize and present the information in a standard manner. It is not intended to describe all the elements of the work that may be performed by every individual in this classification, nor should it serve as the sole basis for Human Resource decisions and actions.

The employee's signature below acknowledges receipt and understanding of the above Job Description as a basis of job responsibilities:

Employee Signature

Date _____

Please print name