

CROCKER POND RECREATION PERMIT ATTENDANT
(Part-time, Seasonal)
(Town of Westminister, Massachusetts)

Definition:

Assigns and verifies residential pond permits.

Supervision:

Works under the day-to-day supervision of the Pond Supervisor and Pond Committee.

Performs functions requiring judgment in achieving operational objectives.

Job Environment:

Duties are performed primarily outdoors or in attendant's shed. Exposure to heat, humidity during summer months; may not be required to report to work in stormy weather; flexibility required to work unfilled shifts, as needed.

Operates communication equipment (telephone, radio).

Makes frequent contact with the general public.

Essential Functions:

(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.)

Responsible for completing sticker applications for residents. Involves reviewing application form, vehicle registration and town street listing to ensure that the applicant meets all residency requirements.

Assigns and verifies stickers of incoming vehicles and walk-ins, issuing guest passes.

Issue a copy of the Crocker Pond Rules and Regulations and have the resident sign that they have received the copy and will abide by the rules.

Instruct the proper placement of sticker on the vehicle.

Maintains knowledge of and enforces compliance with Crocker Pond Recreation Area Rules and Regulations. May be asked to walk around the beach and picnic areas to check compliance with Rules.

Education and Experience:

Graduation from high school or GED equivalent; some experience working with the general public preferred; or any equivalent combination of education and experience.

Special Requirements:

CORI check and review required.

Knowledge, Ability and Skill:

Knowledge. General educational background.

Ability. Ability to communicate tactfully, courteously, and effectively. Ability to establish and maintain effective working relationships with co-workers and the general public.

Skill. Skills in interacting positively with the general public.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Minimal physical effort generally required in performing duties in an outdoor setting. While performing the duties of this position, the incumbent is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. Regularly required to walk, sit, climb or balance (~~just onto the step of the porch~~); stoop, kneel, crouch, or crawl; and smell. Frequently required to lift and/or move up to 10 pounds. Specific vision abilities required by this position include close vision, distance vision, depth perception, and the ability to adjust focus.

(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.)