

Town of Freetown
POSITION DESCRIPTION

Position Title:	Beach and Boat Ramp Seasonal Manager	Department:	Town Administration
Reports To:	Town Administrator	Hrs/Week:	15
Affiliation:	Professional	Grade:	N/A
Appointing Authority:	Board of Selectmen	FLSA:	Non-Exempt

GENERAL STATEMENT OF DUTIES: The Beach and Boat Ramp Seasonal Manager to manage the Town Beach and Boat Ramp, including but not limited to staffing, records keeping, kiosk management and/or take any action relative thereto.

SUPERVISION RECEIVED: General supervision received from the Town Administrator

MAJOR FUNCTION

- Under the general supervision of the Town Administrator, manage the Town Beach and Boat Ramp. This position will be mostly Fri-Sun from May-October.

ESSENTIAL FUNCTIONS

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

- Management of the seasonal staff at Town Beach and Boat Ramp.
- Developing the overall strategy and focus the Town's resources to support the Town Beach and Boat Ramp.
- Must be able to work both collaboratively and independently.
- Must be able to work weekends and in all types of weather.
- Must possess a cool demeanor and able to redirect and defuse tense situations.

KNOWLEDGE

- Experience in running basic office machines (calculator, phone, computer, fax, copier).
- Proficient with Microsoft Office Suite.
- Knowledge on Boating and experience with launch and retrieval of boats is a plus
- Knowledge of State of Massachusetts rules and regulations for Boat Launch and Public Beaches

SKILLS

- Developing and overseeing implementation of budget.
- Works well with others.
- Thinks on their feet and can implement adjustments as needed to ensure safety and success at Town Beach and Boat Ramp.
- Ability to represent the Town effectively to a broad range of individuals.

ABILITIES

- Ability to work with a diverse group of residents/staff.
- Ability to manage seasonal staff.
- Ability to design reports on programs, costs, attendance, and other statistics upon request.
- Strong abilities in organization, supervision, administration, and budget management.

TRAINING, EXPERIENCE & EDUCATION

- One to three years' experience in a management position.
- Familiarity with payment kiosk preferred.
- Knowledge of water safety, boat launch/retrieval preferred.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

PHYSICAL DEMANDS

The position requires some physicality It requires walking, standing for long periods of time, bending/stooping, reaching and carrying/lifting (normally no more than 20 pounds).

WORKING CONDITIONS

This position will be working both indoors and outdoors. Night and/or weekends are required.

This list of essential job functions, qualifications and skills is not exhaustive and may be supplemented at any time.

The Town of Freetown is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Freetown to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be exhaustive list of all responsibilities and duties required.

Approved by Board of Selectmen at their meeting on November 20, 2023

Freetown Board of Selectmen



 Trevor R. Matthews, Chairman



 Jared C. Zager



 Carlos A. Lopes