



TOWN OF BREWSTER, MA JOB DESCRIPTION

Title: Natural Resource Assistant	Classification: Non-Union, Personnel Bylaw
Department: Natural Resources	Grade: Fixed Rate & Salary Scale
Reports to: Natural Resource Director	FLSA Status: Non-Exempt
Effective Date: April 2022	

Summary

Position is responsible for assisting the Natural Resource Department in shellfish propagation and compliance, land management, mooring compliance, and water quality monitoring; all other related work as required.

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.

Assists with the daily maintenance and repair of the Town's intertidal and land-based shellfish propagation projects.

Assists with the Town's weekly shellfish stocking program and shellfish compliance.

Monitors town landings and walking trails and assists with routine trail maintenance and vegetation control using non-motorized hand tools.

Assists with basic maintenance and cleaning of Department equipment.

Assists with weekly water samples at town beaches and landings.

Oversees the rental of Town beach wheelchairs.

Assists with monthly water quality sampling.

Informs and educates the general public on Town of Brewster regulations and policies, seasonal dog restrictions, shellfishing regulations, and habitat protection practices.

Maintains daily log of activities, visits, and/or issues at locations visited.

Works with volunteers on special projects.

Performs similar or related work as required or as situation dictates.

Supervision

Supervision Scope: The work consists of a variety of duties which generally follow standardize practices, procedures, regulations, or guidelines. Exercise of judgement and initiative required.



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Supervision Received: Works under general supervision of the Natural Resource Director, following department rules, regulations and policies. Employee also takes direction from Deputy Natural Resources Officer and Natural Resources Officer. Refers all questionable cases to supervisor or Brewster Police Department.

Supervision Given: None.

Recommended Minimum Qualifications

Education, Training and Experience

Minimum 17 years of age.

Licensing/Certifications

Driver's License required.

Knowledge: Knowledge or willingness and ability to learn state and local regulations; Knowledge of basic hand tools, water safety, shellfish identification.

Ability: Ability to interact appropriately and tactfully with the public both one on one and in large group settings. Ability to give and follow oral instructions accurately. Ability to work independently and as a member of a team. Ability to provide basic information about the Departments policies and procedures to customers. Ability to swim

Skill: Excellent customer service and communication skills; boat handling skill, and basic skill in use of hand tools. Basic computer skills.

Job Environment

- Work is performed outdoors with exposure to variable weather conditions on land and watercraft.
- Operates hand tools and some standard office equipment, computer, telephone, copier.
- Employee has constant contact with the public. Frequent contact with Town staff.
- The employee does not have access to department confidential information
- Errors could result in delay of service and poor public relations.

Physical Requirements

The physical demands described 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, communicate, or hear. Must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 50lbs. Vision and hearing at or correctable to normal ranges.

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.



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Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer