



## TOWN OF BREWSTER, MA JOB DESCRIPTION

<b>Title:</b> Gate Attendant	<b>Classification:</b> Non-Union, Personnel Bylaw
<b>Department:</b> Recreation	<b>Grade:</b> Fixed Rate & Salary Scale
<b>Reports to:</b> Brewster Recreation Director	<b>FLSA Status:</b> Non Exempt
<b>Effective Date:</b> April 2022	

### Summary

Position is responsible for monitoring vehicles entering and exiting the facility, providing information and assistance to residents; all other work as directed.

### 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 monitoring vehicles entering and exiting the Sea Camps property, inspecting beach parking permits for validity upon entry. May need to direct emergency vehicles into the facility.

Maintains an accurate count of vehicles to monitor parking lot capacity and closes parking lot when necessary.

Ensures parking lot is empty at end of day before closing facility.

Provides information and assistance to the public and responds to inquiries, requests, and complaints as needed.

May assists with Beach wheelchair rental if needed.

Communicates any issues to Brewster Recreation Department or Police Department. May communicate with the Health Department, Natural Resources Department, and Department of Public Works as needed.

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 judgment and initiative required, particularly in situations not clearly defined by precedent or established procedures.

*Supervision Received:* Works under general supervision of the Recreation Director, following department and Town rules, regulations and policies. Refers all questionable cases to supervisor.

*Supervision Given:* None.



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### **Recommended Minimum Qualifications**

#### Education, Training and Experience

Minimum 17 years of age.

#### Licensing/Certifications

Driver's License preferred.

*Knowledge:* Knowledge or willingness to learn the Town beach regulations. Knowledge of Brewster Beaches helpful.

*Ability:* Ability to communicate and interact with the public appropriately and tactfully both one on one and in larger group settings. Ability to give and follow oral instructions accurately.

*Skill:* Excellent customer service skills, good communication and conflict resolution skills.

### **Job Environment**

- Work is performed outdoors with exposure to variable weather conditions.
- Operates walkie talkies and/or cell phones.
- 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 stand, walk, sit, communicate and hear. The employee may occasionally lift and/or move objects weighing up to 15lbs. 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.*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*