



Beach Gate Attendant

Nature of Work:

The primary responsibility of the Attendant is to allow Otisfield residents and property owners access to the beach. This entails checking all vehicles upon their arrival at the check point for an Otisfield sticker. The Attendant ensures responsible and safe behavior and the absence of drugs and alcoholic beverages, reporting any situation beyond his/her control to the Assistant to the Board of Selectmen (ABOS) or member of Board of Selectmen (BOS) if ABOS is not available. The Attendant monitors the area for trash, vandalism and unidentified vehicles or persons and reports issues to the supervisor when warranted. The Beach Attendant reports to the ABOS.

Essential Duties and Responsibilities:

Responsibilities include but are not limited to:

- Checking vehicles in the lower two parking lots at the beginning of the day to be sure they have the required stickers; if not, locating the owner or leaving a notice on the windshield.
- Inspecting the beach and boat launch areas and toilets each morning for vandalism. Picking up and disposing of trash and bottles.
- Checking all vehicles upon their arrival at the Attendant's check point for stickers or passes from the Town Office. Guests of residents/property owners accompanied by the permitted person are welcome.
- Asking visitors without passes or identification to leave.
- Watching for violation of the Beach Control Ordinance as posted and reporting infractions beyond the control of the Attendant to the Town Office, if open, or using the Important Numbers List.
- Maintaining a visible position outside the Gatehouse, going inside only during inclement weather.
- Directing visitors, including friends, away from congregating in front of the Gatehouse.
- Moving cones, chairs and other work related items into the Gatehouse at the end of the day.
- Notifying the supervisor or a selectman if there is a change in the published staffing schedule.
- Maintaining an activity log while on duty.

Requirements of Work:

- Ability to conduct the required essential duties and responsibilities.
- Ability to learn quickly and work with minimal supervision.
- Ability to take initiative to request that people leave the beach or launch if acting inappropriately and turn away non-residents.
- Ability to deal courteously with the public and Otisfield officials and other employees.
- Ability to exercise discretion, tact and diplomacy at all times.
- Ability to manage job related stress and exercise resourcefulness in dealing with challenging situations.

Training and Experience Required:

- Experience in handling responsibility and taking initiative.

Necessary Special Requirements:

- Must be a minimum of 18 years of age.
- Must have access to a cell phone.
- Must be authorized to work in the United States.

ADOPTED: August 3, 2011
TAFT