

## JOB DESCRIPTION IN EFFECT: JULY 1, 2018

Position Title:	Assistant Shellfish Constable/Shellfish Propagation	Grade Level: B-10, Step 15
Department Reports to:	Shellfish	Date: 07/01/18
Reports to:	Shellfish Constable	FLSA Status: Nonexempt

Statement of Duties: The employee assists the Shellfish Constable in the performance of a variety of environmental, ecological, and law enforcement duties to protect and manage the Town's natural resources. The employee will lead the department's propagation efforts and involve other staff and volunteers in its implementation. The employee is required to perform all similar or related duties.

Supervision Required: Under the general direction of the Shellfish Constable, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve problems or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Provides immediate supervision over a functional unit, section, or department with time spent assigning, checking and reviewing work which has standardized procedures. Supervisory responsibility includes direct accountability for work results. May provide input when subordinates are evaluated, disciplined or trained by the department head. May act as the department head during absences. The employee provides immediate functional or technical supervision over other one (1) full-time employee and (1) part-time, seasonal employee where the work of the supervised employee(s) is essentially the same as the work of the supervisor. Employee, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary; gives advice and instruction on both administrative and work matters;

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informs subordinates of organizational policies, goals and procedures; has substantial responsibility for technical soundness of subordinates' work. May assume temporary relief responsibility in the event of temporary absences of the Shellfish Constable.

Work operations are subject to substantial changes in work procedures, activities, volume and products. While the timing of these fluctuations can not be anticipated, the procedures to be used including added staffing through emergency hiring or contracting that can be planned in advance, e.g., handling storm emergencies.

Confidentiality: Regular access at the departmental level to a wide variety of confidential information, including personnel records, client records, criminal investigations, court records, financial records.

Accountability: The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delays of service or legal repercussions to the municipality.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. The employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative or professional field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing the effectiveness of services and recommending improvements. May be required to work beyond normal business hours to attend meetings and respond to emergencies.

Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, traffic, bio hazards, electricity, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. Work generally contains one or more constant elements of stress such as being on call for 24 hours or being under prolonged pressure during emergency situations.

Nature and Purpose of Relationships: Contacts are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The

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employee on behalf of a department communicates departmental practices, procedures, regulations or guidelines. The employee is required to discuss controversial matters where tact is required in order to attempt to avoid friction and to obtain cooperation.

Occupational Risk: Essential functions regularly present potential risk of injuries from improper exposure which could result in the loss of time from work. Examples of personal injury include but are not limited to exposure to extreme weather conditions, burns from chemicals, steam or fire, traffic, bio hazards, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or boots is required.

### Essential Functions of Asst. Constable:

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

Patrols all conservation areas (fishing areas, beaches, open space, landings, etc.) to enforce applicable statutes, by-laws, directives and regulations. Issues warnings or citations and takes any condoned actions including arrests to secure the safety and preservation of persons, property and natural resources.

Patrols all assigned areas (by auto, boat or afoot) to enforce statutes, by-laws, directives and regulations relevant to the taking of lobster, shellfish and inland fish and game; takes all relevant actions including arrest to pursue said enforcement and prevent potential hazards.

Pursues all actions to insure compliance with all natural resource statutes, by-laws and regulations such as checking licenses and examining take of hunters, fisherman and trappers, inspecting equipment, boarding vessels to check for violations, checking off-road vehicle permits, enforces parking restrictions, maintaining proper conduct in conservation areas, court appearances, etc.

Assists individuals in securing relevant permits and licenses as well providing information.

Reads documentation, makes site visits and makes educated recommendations when appropriate for Conservation Commission business.

Assists in all environmental and ecological projects as informational and technical resource internally to Board of Selectmen, staff, Town committees and commissions, etc., and to external agents.

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Serves as staff liaison to committees, commissions, task forces, etc., keeping administration informed, making recommendations concerning regulations, and related issues.

Maintains required activities logs, reports, documentation, records, and manuals.

Performs physical labor to lead and maintain Town's shellfish propagation program and related areas, utilizing machines, equipment and tools required to effectuate said programs and projects.

Maintains assigned departmental equipment (trucks, boats, radios, tools, etc.) to assure lasting efficient use.

Responds to citizen's requests or complaints through proper procedures, referral and response.

Works cooperatively with all departments to assure effective, efficient Town management and the safety and preservation of its natural resources.

### Essential Functions of Shellfish Propagation:

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

Working with the Shellfish Constable, plans, develops and carries out complete programs for shellfish propagation, development and protection.

Works with Constable and Conservation Agent and the State, as appropriate, to achieve Department's propagation goals.

Creates yearly rotating field management plans for where cultch and shellfish seed will be distributed and, when appropriate, how areas will be opened and closed.

Creates and maintains a map of the Town's propagation areas.

Orders and maintains aquaculture and fishing gear and equipment; coordinates seed and cultch orders and deliveries.

Is lead liaison in procurement of new cultch barge; responsible for its care, maintenance and deployment.

Schedules and executes cultch deployment around the harbor with assistance of Department of Public Works.

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Explores new propagation possibilities, such as State sponsored relays, Chinese hat seed collection, redistribution of Wellfleet's natural oyster sets, and working with farmers with excesses on their aquaculture grants.

Is primary liaison with upland land owner(s) for use of intertidal flats as municipal propagation bed.

Runs propagation bed, executing nursery activities, keeping gear clean, and harvesting and distributing seed ready to finish in the wild.

Directs Shellfish Dept. staff to assist with propagation duties, as needed.

Recruits volunteers to help with propagation bed upkeep and projects and assists in identifying opportunities for and supervision of Americorps members.

Develops appropriate research, including biological surveys of shellfish abundance and recruitment.

Works with Barnstable County Extension to experiment with new technologies, conduct shellfish research and surveys, and solve any growth or disease problems encountered with propagation.

Patrols Town's marine waters, beaches, flats, embayments, rivers and marshes as necessary to determine the relative productivity of different areas, collect evidence of any issues with growth or disease, document sizes and quantities of shellfish harvested and the methods of harvesting employed to inform propagation management plans.

Works with Deputy Constable to document monthly report of propagation and survey activities conducted.

Executes special assignments and performs duties deemed necessary by the Town Administrator or the Shellfish Constable relative to shellfish and/or other marine organisms.

Attends meetings of the Board of Selectmen, Shellfish Advisory Committee and other committees when requested by Shellfish Constable, as regards propagation efforts, impacts and reports.

Functions as primary conductor of education, interpretive and outreach efforts on behalf of the Department.

Periodically performs patrol of wild commercial and recreational fisheries, checks docking shellfish boats and monitors activities on shellfish grants, including seasonal vibrio control.

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It is understood that the employee will perform any reasonable task, in addition to those listed above, that is related to his/her job and is requested by the supervisor.

### Recommended Minimum Qualifications

Education and Experience: Intensive knowledge of a specialized field (e.g., civil engineering, public health, library science, specific trade) as well as general knowledge of related fields; or broad knowledge of major municipal function activities. Equivalent to a Bachelor's degree or a Master Craftsman knowledge level in a professional field or trade. Ten years of experience working at a hatchery and/or on shellfish farms and intricate knowledge of requirements for producing and growing shellfish seed from both hatchery and field planting settings for municipal propagation efforts; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must have experience directing staff and volunteers in quahog and oyster nursery and grow out operations. Solid understanding of shellfish biology, various shellfish culture methods and oyster remote set operations. Comprehension of implementation of shore-based upwellers and/or floating upweller systems.

Special Requirements: The employee must successfully complete First Responder and CPR training, and have a valid Class D Motor Vehicle operator's license. As a condition of employment must pass a CORI background check.

### Knowledge, Abilities and Skill

Knowledge: Comprehensive knowledge of state and local environmental laws, including but not limited to, the regulations of the Massachusetts Division of Marine Fisheries, hunting, shellfish propagation, and wetland protection. Thorough knowledge of the Town's harbor, wetland areas, and tide schedule.

Abilities: Ability to enforce rules and regulations firmly and impartially. Ability to operate small boats, clam pumps, winch and other shellfish harvesting equipment often in adverse weather conditions.

Skills: Operation of small boats, clam pumps, winch and other shellfish harvesting equipment, making observations and recording information. Proficient written and oral communication skills. Proficient customer service skills.

### Physical and Mental 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 position's essential functions.*

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Physical Skills: Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.

Motor Skills: Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in making repairs to delicate electronic instruments or complex equipment, conducting laboratory tests, performing microscopic experiments, administering injections, firing a gun, operating marine vessels, or operating Class B vehicles or public safety vehicles at high rates of speed, during inclement weather or poor road conditions.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

*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.*