

Position Title:	Deputy Shellfish Constable/Boat Patrol	Grade Level: B-7, Step 15
Department	Shellfish	Date: 1-7-19
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 boat patrol and involve other staff and volunteers in implementation of these efforts. 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: Employee, as a regular and continuing part of the job, leads one (1) part-time, seasonal employee as well as AmeriCorps members (which function as employees) and other volunteers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The work leader is responsible to his/her supervisor for assuring that the work assignments of other workers and volunteers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees and volunteers in accordance with established workflow and job specialization; assures timely completion of work; instructs employees and volunteers in specific tasks or explains work methods to be employed and indicated applicable reference material and guidelines; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new employees. May assume temporary relief responsibility in the event of temporary absences of the Shellfish or Assistant Shellfish Constables.

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 the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work. 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: Relationships 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 employee speaks on behalf of the department to communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Occupational Risk: Essential functions regularly present potential risk of injuries from improper exposure which could result in loss of time from work. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or boots is required.

Essential Functions:

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 shellfish; takes all relevant actions including arrest to pursue said enforcement and prevent potential hazards.

Pursues all actions to ensure compliance with all statutes, by-laws and regulations such as checking licenses and examining take of shellfishermen, inspecting equipment, boarding vessels to check for violations, checking off-road vehicle permits, 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.

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 establish and maintain Town's shellfish propagation programs and related areas, utilizing machines, equipment and tools required to effectuate said programs and projects.

Prioritizes assisting in shellfish propagation work as needed to (a) ensure efficient farm operations and viability and survival of shellfish seed on town propagation bed, (b) distribute seed and other shellfish to harvesting areas, and (c) make sure the variety of propagation efforts the department undertakes are successfully executed when time is of the essence.

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 Boat Patrol:

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 oversight program of the shellfish dragger fishery and West Side hand picker harvesting for the Town.

Works with Constable and other department staff, as appropriate, to achieve Department's boat patrol goals of regulation compliance, catch documentation and propagation insights.

Responsible for boat patrol, boarding of vessels at sea, monitoring of catch unloading and all related enforcement and documentation.

Directs Shellfish Dept. staff to assist with boat patrol duties, especially boarding operations, as needed.

Documents boat departure and unloading times and creates and maintains a daily boat patrol log.

Oversees compliance of all town shellfishing policy and regulations, such as but not limited to seed and limit checks for all regulated species, such as oysters, quahogs, bay scallops, blood clams, soft shell clams, razor clams, etc.

Inspects vessel drags and dredges for compliance with town regulations in structure and usage and makes sure that vessels are correctly registered with the town and the state.

Builds relationships with boat operators and crew to build our awareness of fishing effort and inform setting of department standards.

Main liaison with boat captains for appropriate adaptation of Mass. Division of Marine Fisheries vibrio control plan. Responsible for compliance monitoring of two-hour window logging and tagging, state-issued vibrio logbook, shading, icing on board and/or on market days, grant checks and other related procedures.

During vibrio season, observes and documents exposure times for handpicking areas on the West Side, as appropriate, and monitors and documents catch from handpickers arriving to pier by boat.

Monitors all shellfish offloading at the Town Pier, including grant holders going to market from boats during vibrio season.

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 department's propagation management plans.

Monitors recreational boats on the West Side and Jeremy Point for any shellfishing activities, as it is a commercial only area.

Helps Assistant Constable in documenting monthly report of propagation and survey activities conducted.

Assists Mass. Division of Marine Fisheries in conducting monthly water sampling.

Assists Harbormasters as first responder to potential boat incidents involving all harbor users.

Responsible for boat maintenance and upkeep (with assistance from department staff), including outfitting for USCG and Mass. safety requirements and boat boardings, and annual repairs and outboard care.

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 Board and other committees when requested by Shellfish Constable, as regards boat patrol, impacts and reports.

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. Position requires a minimum of seven to ten (7-10) years of experience in environmental management, shellfish propagation, marine operations or related field; 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.

Special Requirements: 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 complete physical examination and a CORI certification.

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. A boating/Captain's license is preferred.

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

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.

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 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.