



Wellfleet Shellfish Department



300 Main Street, Wellfleet, Massachusetts 02667

Deputy Shellfish Constable
Recreational Fishery, Propagation and Administrative Support
Full-time (40 hours/week)
Hourly rate: \$25.00; Full benefits
Wellfleet Employee Association Union position, Unit B

The Town of Wellfleet's Shellfish Department works to ensure sustainable fisheries for future generations by:

- enforcing the policies and regulations governing the town's shellfishing activities,
- propagating commercial and recreational shellfishing areas,
- protecting Wellfleet Harbor's environment and the general public's safety, and
- conducting public outreach and education.

TITLE: Deputy Shellfish Constable, Recreational Fishery, Propagation and Administrative Support

REPORTS TO: Shellfish Constable

POSITION SUMMARY:

The department seeks to quantify the benefit that recreational shellfishing represents to the town and ensure public safety standards are being met regarding harvesting of shellfish by recreational shellfishing permit holders. The Deputy will patrol and monitor the recreational shellfishery to capture catch data, implementing enforcement, when necessary, providing public education and outreach, and writing and distributing communications and citations, when necessary, to recreational shellfishing permit holders. This position will be responsible for recreational patrol in the off season, too.

Administrative duties year-round include involvement in many crucial developing areas for the Town, such as Clean Water, Conservation Commission, Hazard Mitigation, Natural Resources, Rights of Public Access and climate change. In addition, financial grant writing and reporting, budget reconciling, propagation tracking and reporting, communications with the shellfishing community, shellfish grant tracking and document preparation for Selectboard meetings will be part of the year-round responsibilities.

wellfleet-ma.gov/shellfish-department

Phone (508) 349-0325



Fax (508) 349-0305

This position will also be responsible for selling shellfishing permits in the off-season, as well as preparing shellfish grant licenses for transfers, renewals and extensions, etc. and all associated paperwork, such as advertising, record keeping and payment tracking.

Work is tide-dependent and takes place almost exclusively during low tide. This means a varied schedule with no fixed hours. The position requires time of day flexibility but will have a set schedule of days of the week: Wednesdays through Sunday, inclusive.

EDUCATION and EXPERIENCE (2nd degree):

Position requires an equivalent to high school or Associate's degree. A greater than apprenticeship level of trade knowledge; minimum of one to three (1-3) years of experience in environmental management or shellfishing, 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.

ACCOUNTABILITY (2nd degree):

The nature of work is repetitive, but with various people, so circumstances will dictate varied approaches and messages to achieve constancy and uniformity of regulation application and education. Any errors would be discovered by succeeding operations, and consequences would simply merit discussion of policies and regulations, incurring some time loss caused by back checking by others and slowdowns in the processing of the work. Errors will be confined to the Shellfish Dept.

JUDGMENT (2nd degree):

The work requires strong public relations skills and examining shellfish for compliance to the town's Shellfishing Policy and Regulations, which are well defined rules, instructions and procedures that cover all aspects of the work. Numerous standardized practices, procedures, or general instructions govern the work, and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

COMPLEXITY (2nd degree):

The work consists of a variety of duties which follow established practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

SUPERVISION REQUIRED (2nd degree):

Under general supervision of the Shellfish Constable, the employee will become familiar with the work routine and use initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek

further advice and/or instruction. Reviews and checks of the employee's work are conducted to the extent sufficient to keep the supervisor aware of work in progress, and to ensure that completed work and the methods used are technically accurate and in accordance with established local, state, and/or federal laws, regulations and or policies.

NATURE AND PURPOSE OF PERSONAL CONTACTS (2nd degree):

Contacts are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or to deal with uncooperative or uninformed persons.

WORK ENVIRONMENT (3rd degree):

Work is continually performed outdoors, regardless of weather conditions. Operates trucks on intertidal areas including on sand and in mud in various weather conditions. Will eventually be required to operate a boat. Frequent contact with the public requires patience and tact. Must be able to work independently.

PHYSICAL DEMANDS (3rd degree):

Shellfishing work requires some agility and physical strength (ability to lift up to 60 pounds) and can require extended physical effort over a significant portion of the work day. Recreational fishery patrol requires standing and walking most of the work period. Travel, particularly during adverse weather conditions and troublesome road conditions, and at times during early mornings and evenings, is required. Vision and hearing at or correctable to normal ranges.

MOTOR SKILLS (2nd degree):

Recreational patrol duties will involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Will use power tools. Needs to be able to safely drive a truck in four-wheel drive on the beach and learn to operate a boat. Responsible for towing out stuck vehicles.

OCCUPATIONAL RISKS (2nd degree):

Duties generally do not present occupational risk with occasional exposure to personal injury. Personal injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include bruises from falls, cuts or burns, exposure to traffic, or muscular strains from lifting, pushing or carrying equipment or work materials. Protective clothing such as gloves and boots are required.

CONFIDENTIALITY (2nd degree):

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

SUPERVISORY RESPONSIBILITY: The employee does not supervise any Town employees.

SUPERVISION EXERCISED: None.

REQUIRED SKILLS:

- Highly developed communication skills with the demonstrated ability to deal with difficult people and situations.
- Great attention to detail required in order to produce legal documents for the Town and manage a database of shellfishing permits.
- Demonstrated understanding and commitment to the shellfishing industry. Experience with the Wellfleet shellfishery is preferred.
- Ability to use computers, social media platforms, and Microsoft software such as Word, Excel, etc. GPS, GIS and Google Earth knowledge a plus.

ESSENTIAL FUNCTIONS:

- Patrols recreational fishing areas to ensure only permitted individuals are fishing.
- Inspects catch for size compliance and catch limits.
- Completes daily patrol reports in Microsoft Excel.
- Educates public and permit holders as to size compliance, shellfish spawning and the department's sustainability goals, and the importance of icing their product during vibrio season (mid-May to mid-October).
- Creates eNewsletters for commercial and recreational shellfishermen and Facebook posts to promote Wellfleet and inform the shellfishing community of updates and changes.
- Responsible for creating, updating and executing licenses for shellfish grants, tracking annual paperwork and payments, and selling shellfishing permits.
- Drives truck in four-wheel drive on the beach staying in marked tracks; washes and cleans the truck after each use.
- Uses cell phone with Internet access for communications and checks.
- May, at times, need to drive own vehicle to landings. Mileage is reimbursed.