



# Wellfleet Shellfish Department



300 Main Street, Wellfleet, Massachusetts 02667

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**Seasonal Deputy Shellfish Constable for the Recreational Fishery  
Position Description  
25 hours/week, \$20/hour, no benefits, exempt**

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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:** Seasonal Deputy Shellfish Constable for the Recreational Fishery

**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.

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, Fridays, Saturdays, Sundays. Position is "intermittent employee" status.

**EDUCATION and EXPERIENCE (1st degree):**

Position requires an equivalent to high school or Associate's degree. 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.

[wellfleet-ma.gov/shellfish-department](http://wellfleet-ma.gov/shellfish-department)

Phone (508) 349-0325



Fax (508) 349-0305

**ACCOUNTABILITY (2<sup>nd</sup> 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 (1<sup>st</sup> 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. Judgment involves choosing the appropriate practices, procedures, regulations or guidelines to apply in each case.

**COMPLEXITY (1<sup>st</sup> degree):**

The work consists of routine or repetitive tasks and/or operations with few variations in well-known or established procedures.

**SUPERVISION REQUIRED (1st degree):**

This position is under direct supervision of the Shellfish Constable, who will give clear, detailed and specific instructions governing the work, explaining each assignment. The employee works as instructed and consults with the Constable as needed on all matters not specifically covered in the guidelines or instructions. The Constable maintains control by reviewing the work in progress or upon completion of work tasks.

**NATURE AND PURPOSE OF PERSONAL CONTACTS (2<sup>nd</sup> degree):**

Contacts are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines to render the monitoring services required. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or to deal with uncooperative or uninformed persons.

**WORK ENVIRONMENT (3<sup>rd</sup> degree):**

Work is continually performed outdoors, regardless of weather conditions. Operates cell phone. May be required to operate ATV vehicle in various weather conditions. Frequent contact with the public requires patience and tact. Must be able to work independently.

**PHYSICAL DEMANDS (2<sup>nd</sup> 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 (2<sup>nd</sup> degree):**

Recreational patrol duties will involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Needs to be able to safely operate an ATV and drive a truck in four-wheel drive on the beach.

**OCCUPATIONAL RISKS (2<sup>nd</sup> 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 (1<sup>st</sup> degree):**

Access to confidential information, not department-wide that is obtained during the performance of essential functions of the position.

**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.
- Demonstrated understanding and commitment to the shellfishing. Experience with the Wellfleet shellfishery is preferred.
- Ability to use computers, social media platforms, and Microsoft software such as Word, Excel, etc.

**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 Facebook posts to promote Wellfleet and its recreational fishery.
- Drives ATV on the beach and secures it at the end of each shift.
- 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 need to drive own vehicle to landings only between Oct. 1 and position end in mid-Oct. and from mid-May to June 1. Mileage is reimbursed.