



TOWN OF SMITHFIELD

JOB DESCRIPTION

GATE GUARD / MAINTENANCE

GENERAL SUMMARY: Under general supervision of the Recreation Manager and Recreation Supervisor, the beach facility Gate Guard / Maintenance Worker shall see to it that the pavilion and complete exterior of the beach and facilities are maintained in a proper manner as to both operation and appearance. It is expected that this person will interact well with the public and perform their assigned responsibility with a high degree of personal pride. The beach facility Gate Guard/ Maintenance Worker will need to complete tasks in a timely manner reflecting his /her integrity, zeal and workmanship.

ESSENTIAL FUNCTIONS:

1. Enforcement of Beach Seasonal Passes and sale of Beach Day pass (only @ Georgiaville Beach) as directed.
2. Enforcement of Beach Parking Stickers, Boat Permit Stickers, and Trailer Permit Stickers (only @ Georgiaville Beach) as directed.
3. Enforcement of residency requirements for the use of a beach facility (only @ Slack's Beach) as directed.
4. Direction for customer parking in appropriate parking lot and parking order of vehicles within the facility.
5. Clean beach area and picnic area during a scheduled work shift.
6. Responsible for keeping both wash rooms neat and clean.
7. See that all beach equipment is kept in good working order.
8. Painting of picnic tables, etc.
9. Assist with minor repairs.
10. Notify the Recreation Supervisor or Manager whenever serious problems arise in connection with the operation and maintenance of the beach facilities.
11. Work with the Recreation Supervisor and Smithfield Police Department on a daily basis for the efficient operation of the beach facilities.
12. Additional duties as assigned.

JOB REQUIREMENTS:

1. Ability to work 8 hours during a scheduled shift.
2. Ability to work up to 40 hours per week.
3. Ability to work with minimal supervision.
4. Ability to work with other scheduled staff.
5. Ability to operate appropriate communication devices.

WORKING CONDITIONS:

1. Possess the ability to work independently.
2. Possess the ability to work nights and weekends as needed.
3. Possess the ability to work outside in all types of weather

PHYSICAL REQUIREMENTS:


1. See functional job description (attached.)

The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

SALARY: As stipulated by the Town Manager.

6/2020

FUNCTIONAL JOB DESCRIPTION

| | |
|--|---|
| Job Title: | Beach Facility Gate Guard |
| Department: | Town of Smithfield |
| Brief description of job: | |
| <p>General Summary: Under the general supervision of the Recreation Manager and the Recreation Supervisor, the beach facility Gate Guard shall see to it that the pavilion and complete exterior of the beach facilities are maintained in a proper manner as to both operation and appearance. It is expected that the Gate Guard will interact well with the public and perform their assigned responsibility with a high degree of personal pride. The beach facility Gate Guard will need to complete tasks in a timely manner reflecting his/her integrity, zeal and workmanship. Essential Functions: enforcement of Beach Seasonal Passes and sale of Beach Day Pass (only at Georgiaville Pond). Enforcement of Beach Parking Stickers, Boat Permit Stickers and Trailer Permit Stickers (only at Georgiaville Pond). Enforcement of residency requirements for the use of a beach facility (only at Slacks Pond). Direction for Customer parking in appropriate parking lot and parking order of vehicles within the facility. Clean beach area and picnic area during a scheduled work shift. Responsible for keeping both wash rooms neat and clean. See that all beach equipment is kept in good working order. Notify the Recreation Manager whenever serious problems arise in connection with the operation and maintenance of the beach facilities. Perform other tasks, as the Recreation Manager deems necessary for the efficient and effective operation of the facility. Work with the Recreation Supervisor and Smithfield Police Department on a daily basis for the efficient operation of the beach facilities.</p> | |
| Personal Protective Equipment: | sun screen, sun glasses, protective clothing from the sun such as a hat |
|  | |

| | | | | | |
|------------------------|-------------------------------------|---------------------------------|----------------------------------|--|--------------------------------------|
| Classification: | Sedentary: <input type="checkbox"/> | Light: <input type="checkbox"/> | Medium: <input type="checkbox"/> | Heavy: <input checked="" type="checkbox"/> | Very Heavy: <input type="checkbox"/> |
|------------------------|-------------------------------------|---------------------------------|----------------------------------|--|--------------------------------------|

Classification Key:

Sedentary - Exerting up to 10 lbs of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;

Light - Exerting up to 20 lbs of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;

Medium - Exerting 20lbs-50lbs of force occasionally; 10lbs- 20lbs frequent; and/or greater than negligible up to 10lbs of force constantly to move objects;

Heavy - Exerting 50 to 100lbs of force occasionally; in excess of 50lbs frequently; 10lbs- 20lbs of force constantly to move objects;

Very Heavy - Exerting in excess of 100lbs of force occasionally; and or in excess of 50lbs of force frequently; in excess of 20 lbs of force constantly to move objects

| | | | |
|------------------------------|---|----------------------------------|-------------------------------------|
| Driving Requirements: | None: <input checked="" type="checkbox"/> | Manual: <input type="checkbox"/> | Automatic: <input type="checkbox"/> |
|------------------------------|---|----------------------------------|-------------------------------------|

| WORK ENVIRONMENT | | | |
|-----------------------|-----|-----------------|---------------------------------------|
| Floor Surface: | N/A | | |
| Inside: | N/A | Outside: | Constant level – varying temperatures |
| Lighting: | N/A | | |
| Vibration: | N/A | | |

PHYSICAL DEMANDS

| LIFTING | | | | | | |
|---|-------|----------|-------|----------|----------------------------------|--|
| Maximum weight lifted: up to 75 pounds occasionally | | | | | | |
| WEIGHT | Never | Occ. | Freq. | Constant | Heights | Description of object |
| 0 – 10 lbs | | X | | | Below knee to waist/chest height | Daily supplies; lift/move signage |
| 10 – 20 lbs | | X | | | As above | As above |
| 20 – 35 lbs | | X | | | As above | As above |
| 50 + lbs | | X | | | Waist to chest | Assist with moving Lifeguard chair; rescue kayak |

| CARRYING | | | | | | |
|--------------------------------------|-------|----------|-------|----------|--------------------------|-----------------------|
| Maximum weight carried: up to 50 lbs | | | | | | |
| WEIGHT | Never | Occ. | Freq. | Constant | Distances | Description of object |
| 0 – 10 lbs | | X | | | Varying distance on site | Signage |
| 10 – 20 lbs | | X | | | As above | Tables and chairs |
| 20 – 35 lbs | | X | | | | |
| 35 – 50 lbs | | X | | | | |

| PUSHING/PULLING | | | | | | |
|------------------------------|----------|----------|-------|----------|-----------|------------------------|
| Maximum push/pull: 10-20 lbs | | | | | | |
| WEIGHT or FORCE | Never | Occ. | Freq. | Constant | Distances | Description of object |
| 0 – 10 lbs | | X | | | | Some sweeping; mopping |
| 10 – 20 lbs | | X | | | | |
| 20 – 35 lbs | X | | | | | |
| 35 – 50 lbs | X | | | | | |

| ACTIVITY | Never | Occ. | Freq. | Constant | Comments |
|-----------------------|-------|------|-------|----------|--|
| Sitting | | | | X | |
| Standing | | X | | | |
| Walking | | X | | | |
| Bending | | X | | | |
| Twisting | | X | | | |
| Crawling | X | | | | |
| Kneeling | X | | | | |
| Squatting | X | | | | |
| Climbing | X | | | | |
| Reaching - Vertical | | X | | | |
| Reaching - Horizontal | | | X | | |
| Grasping | | | X | | Grasping of needed cleaning supplies |
| Pinching | X | | | | |
| Manual Dexterity | | | X | | Handing out beach passes/daily ticket sales/exchange money |
| Fine Dexterity | | X | | | |

FREQUENCY KEY: Never (0%), Occasional (0-33% of shift), Frequent (34-66% of shift), Constant (67-100% of shift)