

Misquamicut Fire District

Position Description - **Beach Manager/Assistant Managers/Crew Leaders**

Overall Responsibility:

To oversee the operation of the Misquamicut Fire District beaches, rest room facilities and parking lots. Provides supervision to attendants and lifeguards. Create a safe and clean environment for beach patrons and guests. The Assistant Beach Manager(s) acts as the Beach Manager in the absence of the Beach Manager.

Reports to:

District Moderator (Assistants report to Beach Manager)

Authority:

- Supervision of beach employees, attendants and lifeguards, to support operations of beaches and facilities.
- Closing or not opening beaches due to inclement weather conditions after consulting with the Moderator.
- Closing any and all bathing areas whenever such action is necessary during periods of sever surf, undertow and other emergency conditions in the interest of public safety after consulting with the lifeguards. Whenever a bathing area has been closed due to aforesaid conditions, lifeguards shall be retained on the beach to caution prospective bathers against entering the water.
- Consulting with the Moderator on any safety concerns, problems or questions.

Duties:

- As an employee, you are a representative of the Misquamicut Fire District, and must greet the patrons and guests politely and properly, in a friendly and courteous manner.
- Conduct periodic meeting with employees, weekly frequency is expected
- Open or close beach depending on the weather(use Benson Ave, as main location). Consult with the Moderator regarding decisions to close or not to open the beaches due to inclement weather.
- Check condition of the beaches before attendants and lifeguards arrive.
- Check conditions of beaches before attendants and lifeguards leave, complete daily beach closure checklist

- Monitor vehicles to make sure the parking passes are hanging on the rearview mirror.
- Repair or replace equipment, maintain in good condition at all times. Perform minor maintenance on beach facilities and structures.
- Check conditions of restrooms every two hours and maintain bathroom sign off sheet.
- Maintain cleanliness and order to your assigned beach.
- Sell and replace seasonal and weekly car passes as needed.
- Keep written record of rescues, assists and accidents.
- Assist in emergencies (lost children, medical, etc.)
- Turn off all lights, shut windows and shut off water upon closing each day.
- Maintain inventory list and order supplies with the Moderators approval.
- When necessary, call police, rescue, DEM or CRMS.
- Approve and submit account of lifeguards and attendants weekly hours for payroll purposes.

Requirements:

- Provided MFD Shirt with Khaki or navy pants/shorts.
- Unless notified to the contrary, you must report at your assigned starting time regardless of weather.
- At the discretion of the Moderator, on call may be implemented on rainy days. On call pay will be 3 hours full pay, you must be reachable by phone and return to your job location within 30 minutes.
- If beaches are closed there will be no hourly wage.
- You will be paid on a bi-weekly payroll basis. Last pay check to be mailed or picked up after Labor Day.
- FICA, federal income taxes and state income taxes will be withheld from your pay.

I have read, been given the opportunity to ask questions, and understand the Beach Manager/Assistant Manager Description.

Name: _____

(Please Print)

Signature: _____

Date: _____

(Employee)

Signature: _____

Date: _____

(Moderator)