



TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-24451
Telephone (508) 398-2231, ext. 1271, Fax (508) 398-2365

TOWN
ADMINISTRATOR
Robert L. Whritenour, Jr.

DIRECTOR OF
HUMAN RESOURCES
Sarah O'Reilly

Notice of Meeting

Name of Committee or Board: Personnel Board

NOTE: THIS IS BOTH AN IN-PERSON AND REMOTE PARTICIPATION MEETING

Pursuant to Governor Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law G.L. 30A, § 18, and the June 16, 2021 Act extending certain COVID-19 measures adopted during the State of Emergency until April 1, 2022, this meeting will be conducted both in person and via remote participation.

Introduction to Remote Meeting:

This Open Meeting of the Personnel Board is being conducted remotely
Via the Zoom Application as well as in-person at Yarmouth Town Hall.

If you wish to participate remotely, you may join in by using the following link:

<https://us02web.zoom.us/j/88646365299?pwd=WWEyNVZLbkVwclpTZmdnUEwyU3VNdz09>

Meeting ID: 886 4636 5299

Passcode: 300417

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Name of Committee or Board: Personnel Board

Date of Meeting: May 17, 2022

Time: 4:00 pm

Place: Yarmouth Town Hall, Conference Room B

Agenda Items:

- I. Public Comment
- II. April 12, 2022 Meeting Minutes Review, Approval and possible vote
- III. Director of Natural Resources review, grading and possible vote
- IV. Asst. Director of Natural Resources review, grading and possible vote
- V. Natural Resources Officer review, grading and possible vote
- VI. Natural Resources Technician position review, grading and possible vote
- VII. Animal Control Officer position review, grading and possible vote
- VIII. Shellfish Technician/Constable review, grading and possible vote
- IX. Clerical position discussion
- X. Staff and/or Chair business
- XI. Personnel Board proposed Meeting: Tuesday, June 14, 2022
- XII. Adjourn

**NATURAL RESOURCES DIRECTOR
(Town of Yarmouth, Massachusetts)**

Definition:

Administrative, technical, enforcement and supervisory work in managing the Town's Division of Natural Resources, in providing environmental management and protection, waterways safety, marina and mooring programs, animal control and shellfish propagation. Enforces applicable laws and regulations; all other related work as required.

Performs varied and responsible duties which require the exercise of considerable discretion, judgment and initiative in planning and implementing programs, enforcing applicable laws, and dealing with varied organizations and the general public.

Supervision:

Works under the administrative direction of the Assistant Town Administrator and in accordance with town policies and applicable state laws and regulations.

Supervises seven full-time employees and up to fifteen part-time and seasonal enforcement, technical and labor employees.

Job Environment:

Work is performed both in a typical office setting and out of doors with exposure to various and often hazardous and unpleasant weather conditions, risks associated with boating and rescue operations, possible contact with dangerous animals, heavy lifting, recreational vehicle operation, climbing, rough terrain, contact with hazardous materials and the use of various tools. Risk associated with pump-out operations includes potential contact with human waste and chemical exposure.

Operates automobiles, motor boats, off-road vehicle, navigational and radio communication equipment, maintenance apparatus and tools, animal control equipment rescue equipment, oil spill recovery and containment equipment and standard office equipment.

Makes frequent contacts with town, state and federal agencies to coordinate environmental management, protection, regulatory and law enforcement activities; makes daily contact with the general public to explain and enforce regulations and to respond to inquiries; meets with various committees. Contacts are by phone, in person and in writing and require the ability to influence actions, resolve problems and discuss complex administrative and technical matters.

Enforcement of laws and regulations may be met with a hostile response which often takes place in an isolated setting.

Has access to confidential information such as personnel records, bid proposals and criminal investigations.

Errors could result in personal injury or injury to others, substantial damage to boats and equipment, damage to the environment, jeopardize public health and safety, result in monetary loss, legal repercussions and cause adverse public relations.

Essential Functions:

Oversees the operation and administration of the activities of the Town's Division of Natural Resources including natural resources management, harbors and waterways management, shellfish management and propagation and animal control and protection; supervises division staff; assigns work and schedules activities in accordance with the goals, policies and procedures of the Division and the Town.

Directly supervises all year-round staff with support from the ~~Assistant Director~~ ~~Field Supervisor~~, supervises provisional and seasonal staff through subordinates. Supervisory responsibilities include daily direction, training, performance evaluation and discipline. Ensures proper safety procedures are followed. Frequently works in the field alongside employees in the performance of Division work.

Enforces laws and regulations relating to environmental (natural resources), maritime (harbors, waterways), hunting and animal control; issues citations to violators; provides testimony for court proceedings and other legal actions.

Prepares and administers the Division's operating and capital budgets (including natural resources, animal control, shellfish, harbormaster and waterways); purchases equipment and supplies within budgetary constraints and in compliance with procurement laws and policies; monitors expenditures throughout the year. Seeks grant funds for Division projects and programs.

Prepares and administers contracts for the dog kennel services, Town-owned cranberry bog and capital projects such as dredging, beach nourishment, facility improvement and other projects requiring contract administration.

Per appointment as conservation officer, conducts on-site inspections of areas bordering wetlands where such work as altering, dredging, filling or building are to be completed. Conducts other on-site inspections and regular patrols for violations of state and local ordinances. Takes enforcement action or refers matter to conservation administrator of other proper enforcement agency.

Manages Town-owned conservation land. Maintains inventory of fixed assets. Manages the four town-owned and operated marinas and the town's waterways. Oversees the care and maintenance of the herring runs, shellfish beds, water quality monitoring, conservation trails and lands. Oversees shore erosion, dredging projects- and other projects related to the Town's natural resources and waterways.

Manage all waterways including such activities as: placement of aids to navigation; dredging; policy and regulation establishment and enforcement of local, state and federal regulation and laws; mooring and slip management; administration of wait lists, mooring applications and slip applications; receipt of waterways fees; hold appointment as Town Harbormaster.

Provides support guidance and assistance to the Waterways/Shellfish Advisory Committee. Serves as Town representative to relevant Boards, committees and commissions, serving as an informational resource and providing input and soliciting information and feedback. Responds to inquiries and complaints with tact, discretion and professionalism. Provides public education via media outlets and by addressing community groups.

Makes policy recommendations related to the Natural Resources Division; submits required reports to state agencies; coordinates activities with state agencies and regional authorities.

Acts as the Animal Control Hearing Officer to mediate problems with pet owners and complainants in cases of aggressive animals and nuisance behavior of domestic animals. Refers cases that cannot be successfully mediated to Board of Selectmen.

Oversees, coordinates and manages containment and clean-up of fuel spills as the Town's Oil Spill Coordinator and executes division's preparation and cleanup response to natural and man-made disasters.

Supports the goals of the Division and the Town of Yarmouth through creative problem solving, decision making, a commitment to customer service, and by taking initiative to improve the efficiency and effectiveness of the organization. Provides instruction and mentoring to subordinate employees. Provides advice and support to supervisors.

Ability to interpret and follow applicable OSHA regulations as they pertain to the work environment.

Performs similar or related duties as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education:

Bachelor's degree in natural resources management, environmental science, maritime management and law enforcement or a related field; or equivalent military training in a related field

Experience:

Five years experience in environmental management; environmental law enforcement, or waterways management required; supervisory experience required and animal control experience preferred; or any equivalent combination of education and or experience.

Special Requirements:

- Possession of MA Class D motor vehicle operator's license required.
- Must obtain and maintain a firearm license;
- Must have or attain a Full Time Massachusetts Municipal Police Training Committee Academy Certificate or equivalent Bridge Training Program within 3 years and required to attend annual in-service training classes to maintain MPTC certifications
- Required to attend and pass annual range qualifications to maintain Police Appointment.
- ~~Required to attend annual in-service training classes to maintain MPTC certifications.~~
- Must meet requirements set forth in MGL Ch 130 section 98 for Shellfish Constables Appointment within 3 years.
- Must meet requirements set forth in MGL Ch 102 section 19 for Harbormaster Appointment within 3 years.
- ~~Must obtain and maintain a special/reserve police appointment;~~
- ~~Must obtain and maintain Harbormaster appointment and certifications;~~
- ~~Must obtain and maintain Shellfish Constable appointment and maintain certifications;~~
- Must obtain and maintain Conservation Officer appointment;

Knowledge, Ability and Skill:

Knowledge: Requires working knowledge of coastal, wetlands, conservation land management, wildlife management; Gains through on the job learning, comprehensive knowledge of: waterways, marina operations, oil spill cleanup, shellfish management and local geography. Gains through on the job learning, thorough knowledge of federal, state and local environmental laws, including but not limited to the regulations of the Massachusetts Division of Marine Fisheries.

Ability: Requires ability to be fair and consistent in law enforcement capacity. Ability to maintain composure when interacting with individuals who may become angry or confrontational in the course of enforcement actions and in isolated environments; Ability to exercise judgment in methods and timing of enforcement actions and in the use of firearms. Ability to operate large and small boats, land management tools, wildlife and domestic animal control equipment, shellfish propagation and harvesting equipment, winch, tractors, chainsaw and other power equipment. Ability to learn shellfish propagation, management, and harvesting techniques.

Skills: Requires strong interpersonal skills in educating the public regarding applicable laws and regulations and carrying out enforcement action. Requires in the use of aforementioned equipment.

Physical Requirements:

Occasional moderate to strenuous physical effort required when performing duties. May be required to lift, move, and/or push objects which weigh sixty pounds or more as well as climb, stoop, crawl, and kneel for extended periods of time. Frequently required to work outside during inclement weather conditions. Must have the ability to judge distances and spatial relationships. May be required to deal with injured or possibly rabid animals.

November 3, 2004

May 17, 2022

NATURAL RESOURCES ASSISTANT DIRECTOR
(FIELD SUPERVISOR)
(Town of Yarmouth)

Definition:

Administrative, supervisory, manual, and technical work directing a comprehensive municipal program providing ecological, ~~and environmental and marine~~ protection while carrying out the enforcement ~~applicable laws and regulations; all other related work as required.~~ of Federal, State, and Local laws, including Town bylaws and regulations.

Performs varied responsible duties which require the exercise of considerable judgment and initiative in the development, planning and implementing of natural resource programs, enforcing applicable laws, and dealing with varied organizations and the general public.

Supervision:

Works under the administrative direction of the Natural Resources Director in accordance with Town policies and applicable state laws and regulations.

Provides field supervision for ~~up to seven full-time year-round employees plus and up to twentyfive~~ seasonal and part-time employees, for a total of up to 12 FTE.

Job Environment:

~~Errors and~~ Failure to perform essential functions and/or lack of judgment could be costly with regard to loss of life, physical injury, or property damage and threaten the environment resulting in severe legal liability and monetary loss to the Town for improper handling of emergency response. Additionally supervisory errors could jeopardize division staff and cause adverse public relations.

Has access to confidential information concerning ongoing investigations, including dates of birth, social security numbers, medical/psychological and/or family histories, criminal histories of persons ect.

Work is frequently performed outdoors with exposure to ~~various and often unpleasant~~ severe weather conditions; ~~work is sometimes performed under typical office conditions; may be required to work evenings and/or weekends and/or holidays on a rotating schedule; required to work evenings from time to time; responds to emergency call outs after hours.~~

Work is preformed seven days a week including holidays and after hour call outs. Coordinates staff and often responds to call outs for emergencies and public health related issues

Work is often high stress and fast paced due to the nature and urgency of emergency response calls.

~~Operates an automobile, emergency and off road vehicles, motor boats, marine apparatus, power and hand tools, as well as standard office equipment.~~

~~Makes frequent contacts with town departments and officials, as well as with the general public to explain and enforce regulations and to respond to inquiries; makes frequent contacts with the Natural Resources Departments in neighboring municipalities.~~

~~Errors could threaten the safety of the environment, harm public health and safety, jeopardize the safety of division staff and cause adverse public relations.~~

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types 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.)

Assists ~~the~~ Director in overseeing division operations by performing tasks including schedules and assigns work; inspects work performed by division staff and contractors; develops , development of staff schedules to insure ~~seven~~ 7 day per week coverage; schedules, schedule and monitors training and annual certification of division staff.

Act in the absence of the Director of Natural Resources. Performs similar or related duties as required, directed or as situation dictates.

Advise the Director on needed equipment and supplies; prepare cost estimates of proposed projects. ~~Assists Director by and completes~~ ing purchases and installation of equipment and supplies within budgetary constraints and in compliance with procurement laws and policies.

Seeks out and develops ~~Assists Director in the development of~~ grant applications for outside funding as assigned by Director.

Under guidance of Director, manages ~~Assists Director in management of~~ Town waterways, marinas, mooring fields, and aids to navigation. Administers mooring wait list, mooring applications, and slip applications by conducting annual surveys.

Ensure employees follow Town and Division Policies in addition to OSHA safety standards.

Facilitate multiagency response with Yarmouth Police Department in the documentation and investigation of homeless encampments throughout Town.

Oversee and provide direct support to Shellfish Constable with enforcement of commercial and recreational shellfish areas. Including field support, management, and water quality closures.

Oversee and provide direct support to Animal Control officer for ongoing animal control cases that often require considerable mediation.

Oversee and maintain ~~certain~~ department permits through Federal and State agencies by submitting annual required reports.

Oversee ~~Assists in~~ the construction and maintenance of Town operated and owned nature trails, beaches, fish and game preserves, and shellfish propagation areas ~~etc.;~~

Works in conjunction with Police, Fire, United States Coast Guard, and surrounding Town Agencies to facilitate/coordinate multiagency responses to maritime and terrestrial emergencies in our area, including but not limited to search and rescue operations.

Responsible for conducting hunting and firearms licenses checks; enforcement of daily bag limits, ammunition, and clothing requirements pertaining to hunting.

~~Oversees and may perform enforcement and maintenance of~~ ~~Enforces and maintains~~ shellfish propagation areas; assisting with shellfish seeding and shellfish relays. Often checks for Town shellfish permits, bag limits, and size regulations for different species.

Enforces environmental **and maritime** laws; issues permits and cease and desist orders; conducts regular patrols for violators of state and local ordinances; issues citations to violators; testifies in court during litigation.

Protects and manages the Town-owned conservation land and wetlands as well as the Town's wildlife. ~~Assists in the protection of the Town's shellfish population.~~

Responds to calls and complaints from citizens concerned with wildlife issues, injured or nuisance animals, ~~coastal and terrestrial etc.~~

Conducts on-site inspections of areas where alteration of wetlands or uplands has occurred or is occurring; determines if permit is necessary or if violation has occurred.

~~Oversees access to and~~ ~~Operates~~ multiple computer systems including terminals that access highly sensitive information via CJIS/NCIC. Operates two-way radio equipment with frequent communication to Police, Fire, and other Town agencies.

Operates marine VHF radio with frequent communication to surrounding Town Harbormaster Departments, United States Coast Guard, and recreational boaters.

Operates an automobile, off road vehicles (ATV and UTV), patrol vessels, marine apparatus, various pumps, power and hand tools, compact utility loader and all available attachments.

Operates standard office equipment such as multiline telephone, cellular phone, computers, copy machine, and fax machine.

Must carry a firearm and maintain required applicable training as set forth by Town Policy.

~~Makes frequent contact with other Town departments and the general public requiring excellent customer service and problem solving skills. Ability to deal effectively and diplomatically with government agencies, other Town employees and the general public under stressful and/or confrontational circumstances.~~

Coordinates, manages, and investigates clean-up of fuel and oil spills as the Towns Assistant Oil Spill Coordinator. ~~Assists in the coordination of clean-up and investigation of oil spills as assistant oil spill coordinator.~~

~~Oversees and~~ ~~Assists with maintenance of~~ ~~in maintaining~~ shellfish propagation areas; assisting with shellfish seeding and shellfish relays. Often checks for Town shellfish permits, bag limits, and size regulations for

different species.

Assists in the planning, procurement, construction and maintenance of Town-owned structures and equipment related to the department.

Assists in all environmental and ecological projects as an informational, technical and labor resource.

Maintains required activities logs, reports, documentation, records, manuals, etc.

Maintains departmental equipment to ensure lasting efficient use; performs minor repairs.

Provides public education via media outlets and by addressing community groups.

Ability to interpret and follow applicable OSHA regulations as they pertain to the work environment.

~~Assists in search and rescue operations.~~

Recommended Minimum Qualifications:

Education:

High school graduation supplemented by training or course work in natural resources management, maritime operations and law enforcement; Associates degree in related field preferred; ~~two years' experience in natural resources or maritime management, law enforcement or conservation operations and management; or any equivalent combination of education and experience~~

Experience:

~~Five~~four years experience in natural resources management, maritime operations, law enforcement or conservation operations and management; supervisory experience ~~required~~preferred; similar training acquired through military service; or any equivalent combination of education and/or experience.

Knowledge, Ability and Skill:

Knowledge of relevant federal, state, and local ~~environmental and maritime laws and regulations of the Massachusetts Division of Marine Fisheries.~~ Knowledge of local geography ~~and waterways.~~ Knowledge of Town and departmental policies and procedures. ~~Knowledge of Massachusetts laws and regulations regarding conservation, wildlife, etc.~~ Working knowledge of fish, wildlife, ~~and~~ natural resource, ~~and~~ marine operations theory and ~~management~~ practice.

Ability to supervise and evaluate division staff fairly and impartially. Ability to enforce rules and regulations firmly and impartially. Ability to work effectively and diplomatically with the general public, ~~contractors, vendors,~~ governmental agencies and other Town officials and employees. Ability to ~~review and/or~~ prepare complex and technical reports. Ability to operate a ~~variety of vehicles, small~~ boats and power and hand tools. Ability to manage and administer funding sources relevant to department.

Skill - Strong interpersonal and leadership skills to effectively communicate and manage support staff. Skill in

educating the public regarding laws and regulations using independent judgment and discretion when enforcing them.

Requirements

CPR and Basic First Aid certification required.

Massachusetts Class D motor vehicle operator's license required.

Must be able to qualify for a firearm license ~~annually.~~

Must have or attain a Full Time Massachusetts Municipal Police Training Committee Academy Certificate or equivalent Bridge Training Program within 3 years and required to attend annual in-service training classes to maintain MPTC certifications.

Required to attend and pass annual range qualifications to maintain Police Appointment.

Must meet requirements set forth in MGL Ch 130 section 98 for Shellfish Constables Appointment within 3 years.

Must meet requirements set forth in MGL Ch 102 section 19 for Assistant Harbormaster Appointment within 3 years.

~~Must be able to qualify for a special police appointment.~~

~~Marine and small boat handling certificate required.~~

Special Requirements

Must be able to successfully pass background investigation, physical examination, and drug screening prior to hire. Position is subject to random drug testing.

Must be able to adhere to the personal and professional standards set forth in the civilian code of ethics and be trustworthy and honorable of the Police department and officers.

Must perform shift work on nights, weekends, holidays, and remain or report for duty during emergencies.

Physical Requirements:

Occasional moderate to strenuous physical effort required when performing duties. May be required to lift, move, and/or push objects which weigh sixty pounds or more as well as climb, stoop, crawl, and kneel for extended periods of time. Frequently required to work outside during inclement weather conditions. May be required to deal with injured or possibly rabid animals. May be required to deal with individuals who may be irate and confrontational.

May 17, 2022

**ANIMAL CONTROL OFFICER
(Town of Yarmouth, Massachusetts)**

Definition:

Enforcement, inspection and supervisory work in enforcing all relevant state statutes and town by-laws as they relate to the control and regulation of animals within the town; all other related work as required.

Supervision:

Works under the general direction of the Natural Resources Director.

Performs a variety of responsible duties which require significant judgment, confidentiality and discretion in dealing with the public and in interpreting and applying state laws and town bylaws.

Supervises five or fewer part-time employees.

Job Environment:

Most work is performed out of doors with exposure to variable and often unpleasant weather conditions. Possible risk of injury as it relates to the handling of animals and individuals including bites, scratches, etc.

Operates an automobile, equipment to humanely capture animals and standard office equipment.

Makes frequent contacts, requiring courtesy, patience and tact, with concerned animals owners as well as citizens; makes frequent contacts with other town departments, including Police and Fire, court officials, veterinarians and humane societies . Communication requires considerable persuasiveness.

Has access to limited department-related confidential information including criminal investigations and relevant personal information.

Errors could result in danger to public health and safety, monetary loss to the town, confusion and delay of services, and cause adverse public relations.

Essential Functions:

Explains applicable statutes and by-laws which regulates the control of animals within the town; advises individuals on specific laws, statutes, codes, ordinances and criminal justice procedures; assists individuals with difficulties associated with domestic animals; issues oral and/or written warnings or citations to law violators.

Apprehends stray dogs, feral cats, and, on occasion, other domestic and wildlife animals; investigates complaints regarding dogs and other domestic animals; ensures that all dogs are

properly licensed, taking appropriate enforcement action including citations when necessary.
Enforces the “no dogs on beaches” by-law, leash law and all other related regulations.
Reasonably assists in mediation between neighbors in regards to animal complaints.

Investigates barking dogs, licensing, rabies certification compliance, dangerous dog complaints, cruelty to animals notifications and takes appropriate action; researches and collects information relating to specific incidents or issues, prepares reports and records, and testifies in court as well as Animal Control and Selectmen hearings when necessary.

Investigates and reports on all known incidents of animal bites to humans to the Health Agent, providing sufficient information to allow for proper follow-up action.

Transports injured animals to the veterinarian for emergency care when no other transportation is available. Assists citizens with pet food donation and other resources.

Removes deceased dogs and cats from town roads, attempts to contact owners and assists in-and disposinges of them properly. Assists the Police and Fire departments by removing animals from accident vehicles, -and residences, and hazardous situations prior to entry.

Coordinates annual rabies clinics; provides assistance with spay/neuter programs, provides humane education and pet care advice through social media and within town schools. Coordinates the annual Blessing of the Animals. Participates in all animal related events as directed.

Monitors animal related social media to locate lost/found pets. Maintains lost and found records. Assists in reuniting pets with their owners.

Assists in the scheduling of part-time animal control employees, preparation of the animal control department budget; prepares department animal control Annual Report; orders department office supplies; maintains animal control vehicle.

Ability to interpret and follow applicable OSHA regulations as they pertain to the work environment.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

High school education; two to four years of training or experience in animal handling or animal husbandry required; Associates Degree in relevant field preferred; some administrative or office experience preferred; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough working knowledge of applicable Massachusetts General Laws and town

bylaws governing the control and regulation of animals. Basic knowledge of animal husbandry and first aid.

Ability: Ability to effectively and tactfully communicate with others as it relates to explaining regulations, taking enforcement action, and investigating complaints; ability to maintain detailed inspection records; ability to direct and supervise the work of others. Ability to apprehend and control vicious animals and care for them humanely.

Special Requirements:

Possession of a Class D Massachusetts motor vehicle operator's license required.

Completion of the Animal Control Officers Association of Massachusetts Academy within 2 years of hire.

Completion of the Massachusetts Animal Fund ACO Core Competency Training required within 1 year of hire.

Rabies vaccination recommended.

Town of Yarmouth
Animal Control Officer
Page Three

Physical Requirements:

Frequent moderate physical effort required to perform duties including animal restraint, transporting injured animals, and collecting stray animals. May frequently be required to lift, move, and/or push animals which weigh sixty pounds or more as well as climb, stoop, crawl, and kneel for extended periods of time.

May 17, 2022~~October 21, 2003~~

NATURAL RESOURCES TECHNICIAN (Town of Yarmouth, Massachusetts)

Definition:

Performs manual, skilled and ~~semi-skilled~~semi-skilled work in the care and maintenance of buildings, conservation areas and other town properties; performs wildlife recovery and shellfish management duties; enforces shellfish and waterways regulations.

Performs building and structure maintenance and repair functions, performs varied duties of a routine nature following acceptable standards of quality and performance, requiring a moderate measure of responsibility and judgment in determining method of completion.

Laboring, technical and mechanical work in the management of Town conservation lands, mooring and marina facilities, and all department equipment and facilities.

Supervision

Works under the direct supervision of various Natural Resources personnel depending upon daily assignments ~~with general supervision from~~while reporting to the Director of Natural Resource ~~Officers~~.

May supervise a small crew of seasonal workers, volunteers, and/or interns.

Job Environment

Work is ~~frequently~~usually performed outdoors with exposure to ~~severe~~variable weather and sea conditions. Required to work some early morning, evening, weekend and holiday shifts.

Operates a variety of types of equipment that includes light trucks, equipment, and numerous types of hand and power tools; operates heavy trucks and equipment; brush clearing equipment~~gravel~~, mower and landscape tools; large and small boats, pumps and aquaculture tools, standard office equipment such as multiline telephone, cellular phone, computers, and copier/fax machines, and marine VHF radio.

Makes frequent contact with the public in the enforcement of shellfish and waterways laws and regulations; makes contact with other town divisions, surrounding Town Harbormasters, United States Coast Guard, and recreational boaters. Contacts are in person and by radio.

May be required to work beyond normal business hours in response to marine/terrestrial emergencies or natural emergencies.

May be required to operate snow removal equipment to clear Department facilities, surrounding parking lotss, and conservation entrances and boat ramps.

Failure to perform essential functions and/or lack of judgement Errors could result in delay or loss of service, loss of life, property damage, negative environmental impact, adverse public relations,- resulting in severe legal liability and monetary loss to the Townpersonal injury to self and others, and damage to equipment.

Essential Functions

Performs manual work in the maintenance and care of the Natural Resources buildings, conservation areas, boat ramps, marinas, cranberry bogs and aquaculture facilities.

Conducts land management tasks including, but not limited to: mows grass, rakes and seeds, prunes and trims shrubs, clears brush and trees. Maintains Town owned conservation trails by creating and/or maintaining walking trails, brush removal, bridge maintenance and litter removal.

Performs inspections, maintenance and minor repairs on department equipment, ~~and~~ vehicles, vessels, utility and open flatbed trailers, UTV and ATVs to insure reliable and safe operation.

Maintains division shop, tools, equipment and inventories of supplies. Advises the Director on needed equipment and supplies.

Maintains the **M**SDS logs.

Install and maintains docks, floats and aids to navigation. Inventories Town mooring fields. Performs mooring inspections to determine compliance to Town mooring standards prior to deployment.

Maintains Town owned marinas, dock systems, bulkheads and winches for commercial and recreational boaters.

Maintains, operates and schedules pump out boat waste removal services for recreational boaters. Keeps thorough records for submission to State Agencies for grant reimbursement.

Performs maintenance and repairs to buildings, related structures, aquaculture, and propagation facilities. Troubleshoots, tests, repairs, replaces, removes and installs vessel systems and components as needed.

May assist in responding to marine emergencies including medical and mechanical, search and rescue operations ~~boaters requesting emergency assistance~~ by providing direct assistance or facilitating assistance from others.

Occasionally provides First Responder's assistance to individuals requiring medical attention encountered in the field including terrestrial emergencies in search and rescue operations.

Works as a crewmember during marine events such as fireworks, boat races, etc.

Assists department personnel with enforcement activities as assigned.

Assists Shellfish Constable with maintaining shellfish propagation arrests, assisting with shellfish seeding and shellfish relays. Assists public in finding the location of conservation and shellfishing areas and providing them with related information.

Assists in the capture, pickup and release of sick, injured and rehabilitated wildlife.

Performs enforcement duties as required with Deputy Shellfish Constable and Assistant Harbormaster appointments.

Ability to interpret and follow applicable OSHA regulations as they pertain to the work environment.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education:

High school graduation required.

Experience:

Two years experience in building and grounds maintenance, landscaping or shellfish propagation; municipal experience preferred; carpentry, plumbing or electrical experience on a level above semi-skilled is preferred; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Thorough knowledge of the methods and materials of shellfish propagation, aquaculture and the care and maintenance of conservation areas and town facilities. General knowledge of the Town waterways and conservation areas. General knowledge of marine engines, small engines, pumps and plumbing and other equipment relevant to position.

Ability to safely ~~Understanding of how to~~ operate a motor boat at sea under adverse weather conditions. Ability to operate a two-way radio system with clarity and confidence. Ability to operate a motor vehicle with an attached trailer. Ability to operate a small outboard vessel in close quarters in a safe manner.

Ability to deal cooperatively with other town employees and the general public. Must be able to understand conservation management and shellfish management methodology. Ability to learn waterways and shellfish laws and regulations; ability to learn principles and methods of CPR, First Responder assistance and of providing assistance to boaters.

Special Requirements

A Massachusetts Class D motor vehicle operator's license required.

~~Ability to complete the Massachusetts Shellfish Officers Training Academy.~~

Ability to complete and maintain CPR and First Responder's Training.

Must meet and maintain requirements set forth in MGL Ch 130 Section 98 for (Deputy) Shellfish Constable Appointment Ability to obtain and within 3 years

Must meet and maintain requirements set forth in MGL Ch 102 Section 19 for (Assistant) ~~maintain Assistant Harbormaster and Deputy Shellfish constable~~ appointments within 3 years.

Physical Requirements:

Moderate and occasional strenuous effort required periodically in the field. Frequently required to spend several hours standing, walking, and reaching arms. Must have the ability to judge

distances and spatial relationships. Position requires the ability to operate a motor vehicle, motor boat and a keyboard. Must be able to lift, move or push up to 80 pounds.

SHELLFISH ~~TECHNICIAN~~/CONSTABLE

(Town of Yarmouth, Massachusetts)

Definition:

Technical, administrative, and laboring work in providing ecological and environment protection of the local shellfish population; all other related work as required.

Supervision:

Works under the general direction of the Natural Resources Director in accordance with town policies and applicable state laws and regulations.

Performs varied responsible duties which require the exercise of considerable judgment and initiative in planning and implementing programs, and dealing with varied organizations and the general public.

Job Environment:

Work is frequently performed outdoors with exposure to various and often-unpleasant weather conditions.

Operates an automobile, off road vehicle, emergency vehicles, motorboat, power and hand tools, scuba equipment, marine apparatus, as well as standard office equipment.

Makes frequent contacts with other town departments, local and state agencies, and with the general public to explain and enforce regulations and to respond to inquiries.

~~Failure to perform essential functions~~~~Errors~~ could threaten the safety of the environment, harm public health and safety, ~~and~~ cause adverse public relations ~~or~~ ~~Errors and failure to test water quality could result in delay or loss of service, shellfish disease as well as a danger to public health resulting in severe legal liability and monetary loss to the Town and/or commercial fishing industry.~~

Essential Functions:

Protects shellfish population by performing water quality testing of pollution sources and shellfish areas ~~in four three~~ major bodies of water (Lewis Bay, Bass River ~~and~~ Parker's River ~~and Cape Cod Bay and their tributaries~~) as well as the fresh water ponds for the Cape Cod Ponds and Lake Stewardship (PALS) and other areas as assigned.; ~~e~~Coordinates testing trips with state officials at the Massachusetts Estuary Project (MEP), the School of Marine Science and Technology at the University of Massachusetts Dartmouth, as well as maintain required activities logs, reports, documentation, records, manuals, etc. and deliver them to S-Mast in New Bedford.

Keeps track of rainfall amount in accordance with State regulations pertaining to the Memorandum of Understanding for Bass River North between the Towns of Yarmouth and Dennis, put forth by the Commonwealth of Massachusetts Division of Marine Fisheries that

affect the opening and closure of both commercial and recreational shellfishing areas, as well as maintain proper signage.

Monitors aquaculture grants for State and Local compliance.

Assists Director with Initiatinges and administering shellfish and aquaculture propagation projects including applying for grants, buying, planting and raising shellfish; constructs shellfish cages.

Conducts yearly shellfish relay to propagate the area waters with quahogs.

Constructs, repairs, cleans and maintains three upweller systems as well as the associated pumps and water pumping system.

Maintains departmental equipment and shellfish skiff to ensure lasting efficient use.

Makes policy recommendations to the Natural Resources Director; develops town's shellfish management plan; submits required state reports.

Enforces shellfish regulations pursuant to MGL, Chapter 130. Enforces Local bylaws and regulations including shellfish, conservation and beach.

Attends county shellfish meetings.

Provides public education via media outlets and by addressing community groups.

Coordinates, schedules and oversees the Yarmouth Recreational Shellfish Volunteer Program (YRSVP), ~~established in 2013~~ to assist in upkeep of the upwellers, field work, monitoring of the herring/alewives as the propagation of the shellfish through the eventual disbursement of the shellfish into tidal waters.

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Assists in all environmental and ecological projects as an informational, technical and labor resource.

Assists in search and rescue operations.

Ability to interpret and follow applicable OSHA regulations as they pertain to the work environment.

Performs similar or related duties as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's degree in Biology or related field; minimum of one year experience in shellfish aquaculture; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge of relevant state and local laws and regulations of the Massachusetts Division of Marine Fisheries. Knowledge of shellfish aquaculture techniques. Knowledge of small **and large** boat handling. Knowledge of local geography.

Ability to work with the general public and local, state and federal agencies. Ability to operate small **and large** boats, clam pumps, winches, and other shellfish harvesting equipment. Ability to perform water quality tests pursuant to position.

Special Requirements:

Must meet requirements set forth in MGL Ch 130 section 98 for Shellfish Constables Appointment within 3 years. ~~Shellfish Constable Academy (attend and graduate) required.~~

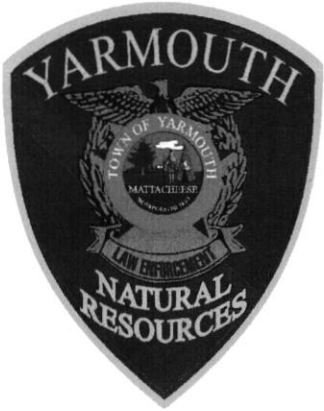
Ability to complete and maintain CPR and First Responder's Training.

Massachusetts Class D motor vehicle operator's license required.

~~CPR and First Aid required.~~

Physical Requirements:

Occasional moderate to strenuous physical effort required when performing duties. ~~May~~ Must be ~~required~~ able to lift, move, and/or push objects which weigh eighty pounds or more as well as climb, stoop, crawl, and kneel for extended periods of time. Frequently required to work outside during inclement weather conditions.



**Division of Natural Resources
Director/Harbormaster**

**Professional Office
Assistant**

**Field Supervisor
(Natural Resources
Officer, Sergeant)**

Shellfish Constable

**Deputy Shellfish
Constables P/T (1)
(2 Vacant)**

**Water Quality Biologist
P/T (1)
Vacant**

Natural Resource Officer

**Natural Resources
Laborer P/T (1-2)
Vacant**

**Wharfinger P/T (1)
Vacant**

Natural Resource Officer

**Natural Resource
Technician (1)**

**Assistant Harbormasters
P/T (8-15)**

**Assist. Wharfinger P/T
(2) Vacant**

Animal Control Officer

**Assistant Animal
Control Officer
Full-time Vacant**

**Assistant Animal
Control Officer P/T
(3)
(1 Vacant)**