



Office of HUMAN RESOURCES
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Town of East Hampton

Seasonal Employment

Parks and Recreation

The Town of East Hampton is accepting applications for the following seasonal positions:

- Lifeguards - \$10.10 per hour
- Park attendants - \$10.10 per hour
- Park Maintainer - \$11.00-\$13.00 per hour (Must be at least 18 years old).

Please visit www.easthamptonct.gov for additional information.

Please submit your application to the Town of East Hampton, Department of Human Resources, 20 East High Street, East Hampton, CT 06424, by February 22, 2019, (or until filled). EOE/AA/M-F.

Posted: 2/5/2019

Closing: 2/22/2019 (or until filled)

Distribution list:

- M. Angeli, NAGE
- S. Mullen, MEUI
- M. Hanlon, ASFCME
- Town Departments/Emails
- East Hampton High School
- CRPA (CT Recreation & Parks Association)
- Rivereast (2/8/2019)
- www.easthamptonct.gov

**Town of East Hampton
20 East High Street
East Hampton, CT 06424**

Lifeguard Job Description

Description

Lifeguards are expert swimmers trained in rescue and first aid, who ensure the safety of swimmers at recreational sites. Lifeguards spend most of their work time monitoring the swimming area for situations that could lead to accidents and watching for signs of distress. They enforce all site rules and regulations.

Lifeguards report to the Head Lifeguard and/or the Parks and Recreation Director.

Duties and Responsibilities

- Maintains constant surveillance of patrons in the water, beach area and/or facility. Acts immediately and appropriately to secure safety of patrons in the event of emergency.
- Provides emergency care and treatment as required until the arrival of emergency medical services.
- Presents professional appearance and attitude at all times and maintains a high standard of customer service.
- Performs various maintenance duties as directed to maintain a clean and safe facility.
- Keeps up with practices, policies and procedures including, but not limited to Emergency Action Plan, American Red Cross certifications, CPR for the professional rescuer, AED and first aid certifications.
- Performs miscellaneous job-related duties as assigned and required to maintain cleanliness, health and safety of waterfront beach and facilities.
- Assists Water Safety Instructors with swim lessons.
- Performs related work as required.

Knowledge, Skills, And Abilities Required

- Attentiveness.
- Ability to react calmly and effectively in emergency situations.
- Ability to swim long distances.
- Motivated to maintain physical strength and endurance needed to perform job with frequent in-service training which includes rowing and swimming daily.
- Skills in the application of life guarding, surveillance and rescue techniques.
- Ability to prepare routine administrative paperwork.
- Knowledge of CPR and emergency medical procedures.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.
- Works well with children.

Education and Experience

Must have American Red Cross Lifeguard Certification, CPR/FPR certification including AED, and First Aid. Must have WSI. License

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, run, sit, talk and hear; jump, climb and swim.

The employee is required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly outdoors. Some indoor work is required as well.

General Guidelines

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This is a non-exempt position.

Park Attendant (Seasonal)

Parks & Recreation

General Description

The Park Attendant assists patrons, monitors vehicular traffic for stickers, collects fees and maintains cleanliness of parks and facilities.

Supervision Received

Work is performed under the supervision of assigned park staff and reports to same.

Supervision Exercised:

None.

Essential Duties and Responsibilities

- Opens, closes, inspects and secures parks, grounds, recreational areas and facilities.
- Unlocks and locks gates, bathrooms and facilities at specified times.
- Reports any vandalism, damage or unsafe conditions.
- Collects fees for day passes, checks vehicles and boats for stickers.
- Monitoring supplies in bath house; cleaning and picking up bath house; unclogging toilets.
- Practice positive public relations while communicating rules and regulations.
- Utilize and balance cash register as well as other records.
- Communicates with patrons in a positive and respectful manner.
- Promotes the proper use of recreational facilities.

Nonessential Duties

Performs related work as required.

Knowledge, Skills and Abilities

- Learn park practices and procedures.
- Provide excellent customer service to park users.
- Implement safety practices.
- Communicate effectively both orally and in writing.
- Operate a standard cash register and make cash transactions.
- Interact courteously and effectively with the general public while tactfully enforcing rules and regulations.

Preferred Qualifications

Experience working with the public is preferred. Experience in cash handling is helpful.

Special Requirements

- Willing to work in all weather conditions.
- Must be available to work early mornings, days, evenings, weekends and holidays during the summer season.

Tools and Equipment Used

To be determined.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in the outdoors. Outdoor work is required in the inspection and security of parks, grounds, recreational areas and facilities. Evening, weekend and holiday work will be required. Hand-eye coordination is necessary to operate locks. While performing the duties of this job the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet to moderate in the field.

General Guidelines

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This is a non-exempt position.

Town of East Hampton

Parks Maintainer I

The Parks Maintainer I performs a wide variety of manual labor tasks in the construction, installation, repair and maintenance of parks, grounds, and recreational areas or facilities. Duties require the ability to perform heavy manual labor and operate turf maintenance equipment efficiently and safely. The Parks Maintainer I works under supervision of higher classification Parks Maintainer. Work is assigned, supervised and reviewed by the Parks and Recreation Director or superior.

Essential job functions and accountability/examples of work

Carries out work according to standard procedures and directives, utilizing appropriate safety equipment, hand tools and power equipment and turf maintenance equipment needed to complete assigned tasks

Works within local, state and federal health and safety standards to assure that work conforms to OSHA and MSDS requirements

Assists in preparing vehicles and equipment, loading materials, positioning and securing equipment being transported to the work site

Services and maintains vehicles and equipment with fuel, lubricants and accessories

Reports any mechanical problems or safety concerns to superiors immediately

Performs manual work in the removal of trees, leaves, brush, trash, and refuse

Assists in the installation or replacement of benches, fences, posts, rails or signs

Operates equipment to cut, trim and maintain turf fields, grounds and recreational areas; also grades, lines and prepares playing fields

Assists in and/or performs a variety of duties to prepare equipment, fields, grounds, facilities and waterfronts for seasonal-use changes as dictated by: Sport seasons, game schedules, peak and off-season parks and facility usage, weather and field conditions

Performs custodial duties by cleaning and maintaining equipment, facilities; buildings and grounds

Participates in snow removal and performs other duties as assigned including working as a Public Works Maintainer I.

Acceptable Experience and Training:

Some experience at the level of Parks Maintainer I or in parks and grounds maintenance and a High School Diploma; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. Understand, interpret and carry out and communicate instructions and directives. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Possess the manual dexterity and mechanical aptitude required to use hand and power tools and equipment. The employee is required to climb or balance; stoop, kneel, crouch or crawl. Have significant stamina; be in good health and physical condition; Specific vision abilities required by this job include close vision, distance vision, color vision,

peripheral vision, depth perception, and the ability to adjust focus. Willingness and ability to perform strenuous physical labor; lift and/or carry objects in excess of 40 pounds.

Additional Requirements:

Must possess a valid motor vehicle operator's license issued by the State of Connecticut and have a clean driving record. Must agree to and pass all Town criteria required on a criminal background check, drug testing and health physical. Ability to work cooperatively, professionally and effectively with staff, other departments and the public in everyday, stressful and demanding situations. This is a union position.

Updated: July 7, 2008