



## Town of Danvers Position Description

<b>Title:</b> Pump-Out Boat Operator	<b>Classification:</b> Seasonal	<b>Union Status:</b> Non-Union
<b>Department:</b> Land Use & Community Services	<b>Grade:</b> \$15.00 / hour	
<b>Reports to:</b> Director of Natural Resources/Harbormaster	<b>Department Director:</b> Director of Land Use & Community Services	
<b>Effective Date:</b> April 2021	<b>FLSA Status:</b> Non-Aligned	

### **GENERAL SUMMARY:**

Under the direction of the Director of Natural Resources/Harbormaster and/or their designee, this position is responsible for the operation and maintenance of the Town's pump-out boat in accordance with Town and departmental policies. Works from Memorial Day through Labor Day.

### **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.)*

- Operates pump-out vessel in a manner consistent with safety procedures while services vessels in various locations throughout the harbor.
- Safely and efficiently removes effluent from vessels upon request of the vessel's owner. Requests are received through the Town's online scheduling service or call-out.
- Transfers effluent to a safe disposal area.
- Maintains detailed records of pump-outs.
- Maintains inventory and submits supply requests in a timely manner.
- Calls for police, ambulance, fire, or harbormaster assistance when needed.
- Completes incident reports as necessary.
- Assumes responsibility for the care and maintenance of related equipment, including, but not limited to: pumps, hoses, and affiliated safety equipment.
- Ensures that storage areas are kept clean, stocked and organized.
- Performs daily cleaning of restrooms and storage areas at Pope's Landing prior to opening facilities for the day.
- Carries out duties and responsibilities in a safe and efficient manner to maintain safe work environment and surrounding area for oneself, co-workers and public.
- Performs other similar or related duties, as required or as situation dictates.

### **Minimum Qualifications:**

- Must be 18 years old by date of employment.
- Current American Red Cross or American Heart Association CPR for Professional Rescuer certification, or ability to obtain within two (2) months of employment.
- Current Massachusetts Boating Safety Certificate or equivalent, or ability to maintain within two (2) months of employment.
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying the organization's five core values: inclusion, integrity, accountability, positivity, and collaboration.

### **Knowledge, Ability, Skill**

**Knowledge:** Knowledge of boating procedures, boat handling, and a mechanical aptitude. Knowledge of local waters.

**Ability:** Ability to independently navigate a vessel in all weather conditions. Ability to perform CPR and First Aid. Must be able to swim. Ability to provide excellent customer service, ability to work under a variety of weather conditions,

including but not limited to extreme heat. Ability to maintain composure when interacting with individuals and in emergency situations; Ability to exercise judgment in emergency situations; Must be able to acquire and maintain any applicable certifications as determined by the Town of Danvers.

*Skills:* Excellent customer service, organization skills, time management skills. Skilled at operating a vessel and associated equipment.

**Supervision**

*Received:* Reports to Director of Natural Resources/Harbormaster.

*Exercised:* None.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

**Job Environment**

- Work is performed mainly outdoors under variable outdoor weather conditions and works under some unpleasant conditions with exposure to dust and dirt, cleaning chemical fumes, extremes of heat and cold, and outdoor weather conditions.
- Has regular contact with the public and Town officials.
- May work a varied schedule including weekend and early morning shifts.
- Errors could result in injury to self and others and create hazards to public safety.

**Physical Requirements**

*(The physical demands described 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.)*

The employee must be a strong swimmer and maintain good physical condition. The employee must be able to lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds with assistance. Stooping, kneeling, lying, crouching, crawling, reaching, and handling required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions, and the ability to adjust focus. Must be able to communicate written and verbally. Regularly required to walk, stand, sit, talk and hear. Vision and hearing at or correctable to normal ranges.

**NOTICE:**

- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.
- External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
- This 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. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

**Approved by:**

Jan Brunker  
Human Resources Director

04.14.21  
Date

**Received by:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date