

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see below for a detailed job description and qualifications.)

DEPARTMENT OF PARKS, RECREATION AND FACILITIES MANAGEMENT BOAT LAUNCH ATTENDANT (PART-TIME)

The Town of Rocky Hill is seeking qualified candidates to fill the position of a Seasonal Boat Launch Attendant. Must be 18 years or older. Please view the job description on page 2 for further details.

The Boat Launch is open 7 days/week beginning May 26, 2017 to September 4, 2017 and is staffed Friday through Sunday and holidays. Hours are as follows: Friday's from 3:00 p.m. to 7:00 p.m.; and Saturday's, Sunday's, and holiday's from 7:00 a.m. to 12noon and 12noon to 5:00 p.m.

This position is a seasonal, part-time, non-bargaining position and must abide by all personnel rules which may be viewed here: [http://www.rockyhillct.gov/Personnel_Rules\(original\).pdf](http://www.rockyhillct.gov/Personnel_Rules(original).pdf). Salary is \$12.00 per hour.

Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which clearly demonstrates how the applicant meets the qualifications listed in the job description; and 3) A completed Town of Rocky Hill Application for Employment. Please submit all application materials to the Department of Parks, Recreation and Facilities Management, Ms. Livia Jacobs (ljacobs@rockyhillct.gov) via electronic mail. Applications will be accepted until 4:30 p.m. on April 28, 2017.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA

**Town of Rocky Hill
Job Description**

POSITION: BOAT LAUNCH ATTENDANT
DEPARTMENT: PARKS, RECREATION AND FACILITIES MANAGEMENT
REPORTS TO: RECREATION SUPERVISOR
SUPERVISES: N/A
BARGAINING UNIT: NONE

Summary of Responsibility:

Generally, the Boat Launch Attendant is responsible for checking in boaters at Ferry Park and monitoring the parking area, park, ramp, and docks.

Essential Functions:

1. Collect and record fees from daily boaters;
2. Check boat registration and boat pass from season pass holders;
3. Show all vehicles where to park and monitor the parking areas;
4. Enforce all park rules and regulations; and
5. Pick up and return cash box to/from Police Department related to activity fees.

The duties listed above are intended only as illustrative 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 or a logical assignment to the position.

Qualifications and Competencies:

1. Must be 18 years or older;
2. A valid Connecticut Driver's License is required;
3. Ability to carry out assignments with minimum supervision;
4. Ability to deal effectively with the public and other stakeholders;
5. Ability to perform basic mathematical calculations related to collection of activity fees.

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

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and sit.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to twenty five (25) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.