

## Beach Worker - City of Port Aransas, Texas

**Job Title:** Beach Worker  
**Department:** Beach Division, Public Works  
**Reports To:** Beach Supervisor  
**FLSA Status:** Non-exempt  
**Prepared By:** Director, Public Works  
**Salary/Grade:** 12  
**Date:** 8/3/2015

**Summary:** Under the direct supervision of the Beach Supervisor, the Beach Worker performs general labor and semi-skilled level work. The Beach Worker is responsible to provide labor to assist in the cleaning, maintenance and repair of city beaches, beach roadways, access road entrances, removal and disposal of solid waste and sanitation of beach restrooms, pickup and disposal of all beach trash, containers and recycle containers on city beaches and seaweed collection/disposal. Performs any and all other related work as required and directed.

**Essential Duties and Responsibilities include the following:**

- Operates all beach vehicles and equipment in a safe and efficient way according to all relevant legislation, policies and procedures.
- Operates a variety of vehicles back hoe with front bucket, pump truck, water truck, trash truck, pickup truck and etc.
- Operates a variety of other equipment such as tractor/loader units and small tools to include chain saws, trimmers, pumps and all small tools as required and directed.
- Re-fuels, cleans, oils, greases, maintains, cleans and washes all vehicles, equipment, tractors and tools as listed above and as directed including periodic scheduled maintenance and rust prevention activities.
- Services and empties beach trash cans, cleans and sanitizes beach restrooms, disposes of solid waste and picks up debris/trash on the city beach as required.
- Assist fleet technicians/mechanics in service, repairs and fabrication for various equipment and tools.
- Assists in properly securing worksites by use of barricades, flags and traffic direction in and around worksites. Ensures safe working conditions within work areas.
- The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**Supervisory Responsibilities:** This position has no direct supervisory responsibility of beach maintenance personnel.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies-

- *Customer Service* - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- *Written Communication* - Writes clearly and informatively; able to read and interpret written information.

- *Leadership* – Exhibits confidence in self and others; accepts feedback from others.
- *Quality Management* - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- *Organizational Support* - Follows policies and procedures; completes tasks correctly and on time; supports organization's goals and values.
- *Judgment*- Displays willingness to make decisions; exhibits sound and accurate judgment.
- *Planning/Organizing* – Prioritizes and plans work activities; uses time efficiently.
- *Professionalism* - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.
- *Quality* – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- *Quantity* – Meets productivity standards; completes work in timely manner.
- *Safety and Security* - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly;
- *Adaptability* - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- *Attendance/Punctuality* - Is consistently at work and on time; ensures work responsibilities are covered when absent.
- *Dependability*- Follows instructions, responds to management direction; takes responsibility for own actions.
- *Initiative* - Volunteers readily; undertakes self-development activities; looks for and takes advantage of opportunities; asks for and offers help when needed.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED); Valid Texas Commercial Driver’s License required; two (2) years’ experience efficiently operating simple to specialized equipment (i.e. front end loaders, graders, dump truck, water truck, vacuum truck, tractors and various small tools and equipment); experience in work zone traffic control such as flagging, barricade placement and etc.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:** To perform the job successfully, an individual should have working knowledge of internet software and emailing/texting software using a “smart phone”.

**Certificates, Licenses, Registrations:** Valid Texas Commercial Driver’s License in good standing.

**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.

The employee is frequently required to stand; walk; sit; use hands and fingers, handle, or feel and reach with hands and arms. The employee occasionally is required to stoop, kneel, crouch, and crawl. The employee must frequently lift and/or move up to 20-50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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 the job, the employee is exposed to outside weather conditions; extreme cold and extreme heat; toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts; high precarious places and risk of electric shock. The employee will be exposed to possible extended periods of loud noise.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_