

## Town of Sherborn Job Description

*Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06 and 6/2012*

<b>JOB TITLE:</b>  <b>Gate Guard</b>										
<b>DEPARTMENT NAME:</b>  <b>Farm Pond Reservation</b>										
<b>FLSA STATUS:</b> Exempt: _____ Non-Exempt: <input checked="" type="checkbox"/> X Hours worked per week: Flexible	<b>EMPLOYEE TYPE:</b> <i>(See General By-Laws Personnel Administration Plan for definitions.)</i> Salaried _____ Regular Part-Time _____ Casual Part-Time _____ Regular Full-Time _____ Supplemental Part-Time _____ Seasonal <input checked="" type="checkbox"/> X									
<b>REPORTS DIRECTLY TO:</b>  <b>Farm Pond Reservation Manager</b>										
<b>I. JOB SUMMARY:</b> - <i>Briefly describe the primary function of this job.</i>  Main Gate security. Primarily monitors the main gate during the summer season to prevent unauthorized access to vehicles and boats without permits.										
<b>II. JOB DUTIES:</b> - <i>List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.</i>  <ul style="list-style-type: none"> <li>• Monitor the main gate entrance to the Reservation after 9 am when the Ranger leaves until close.</li> <li>• Follow <b>Gate Guard Guidelines</b> to check all vehicles for proper permits.</li> <li>• Check all boats for current Boat Permit and corresponding number on the boat and direct to designated place to be washed. Follow <b>Boat and Trailer Washing Procedure</b>.</li> <li>• Enforce all Reservation Rules and Policies and notify supervisor or police if you notice infractions.</li> <li>• Capture required data in Gate Guard Log Book daily. A list of appropriate data entries is in the front of the log book.</li> <li>• At end of work shift in the evening: <ul style="list-style-type: none"> <li>◦ Ensure all boaters have left the pond and cars are out of the boat ramp area, then lock the inner gate.</li> <li>◦ Lock the main gate after all cars are out of the parking lot.</li> </ul> </li> <li>• Perform additional duties as assigned by the Reservation Manager</li> </ul>										
<b>III. EDUCATION, TRAINING &amp; EXPERIENCE:</b> - <i>Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.</i>  <ul style="list-style-type: none"> <li>• Mature, assertive individual with ability to deal with confrontational issues positively</li> <li>• Must have good verbal communications skills</li> <li>• CORI check required</li> </ul>										
<b>IV. COMMUNICATIONS &amp; CONTACTS:</b> - <i>List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts. (Do not include supervisors and subordinates.)</i>  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 33%;"><u>Contact</u></th> <th style="text-align: left; width: 33%;"><u>Purpose</u></th> <th style="text-align: left; width: 33%;"><u>Frequency</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Sherborn Police</td> <td style="padding: 5px;">Enforcement assistance</td> <td style="padding: 5px;">As needed</td> </tr> <tr> <td style="padding: 5px;">Visitors to the Reservation</td> <td style="padding: 5px;">Enforcement/Education</td> <td style="padding: 5px;">Daily</td> </tr> </tbody> </table>		<u>Contact</u>	<u>Purpose</u>	<u>Frequency</u>	Sherborn Police	Enforcement assistance	As needed	Visitors to the Reservation	Enforcement/Education	Daily
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**V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES:** - Describe the function(s) over which this job has direct accountability and authority.

None

**VI. WORK ENVIRONMENT:** - Describe the workplace environment: e.g.; office, outdoors, night work and any equipment usage requirements.

Outdoors

**VII. REPORTING RELATIONS:** - Attach an organizational chart if possible indicating where this job fits in the department's operations.

Reports to the Reservation Manager

*The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

SUPERVISOR'S/MANAGER'S SIGNATURE:	DATE:
TOWN ADMINISTRATOR OR DESIGNATE SIGNATURE:	DATE:
PERSONNEL BOARD MEMBER'S SIGNATURE: <i>262 Urishabed</i>	DATE: <i>5/6/13</i>

**COMMENTS:**

Hours vary and will not exceed 6 months duration during calendar year.  
The season runs from Memorial Day weekend to Labor Day weekend.