

EMPLOYMENT OPPORTUNITY

PUBLIC ACCESS COORDINATOR

SPRINGFIELD WATER and SEWER COMMISSION

The Springfield Water and Sewer Commission is considering a Public Access Coordinator position at its Reservoir location in Ludlow, MA. This position assists the Resident Manager in maintaining public access responsibilities, under general direction, at the Ludlow Reservoir, as required; supervises and participates in the operational maintenance and repair activities at the Ludlow Reservoir. Also performs related work as required. This is an exempt salaried position, normally forty hours per week, which will include working Saturday's and Sunday's, and variable shifts with starting times that vary seasonally.

The individual must possess and maintain a current Massachusetts Driver's License. Also, the individual must have and maintain Cardio Pulmonary Resuscitation (CPR) and First Aid Certification within first six (6) months of employment.

The annual salary range for this position is \$45,000 to \$50,000. A job description is below.

Resume and cover letter must be submitted in writing to the Springfield Water and Sewer Commission, c/o Human Resources Manager no later than the 5 p.m. on Saturday, August 15, 2015. The Springfield Water and Sewer Commission is an AA/ EOE employer.

Fax number (413) 787-6061; mailing address is P O Box 995 Springfield, MA 01101-0995;
Email address admin.mgr@waterandsewer.org

PUBLIC ACCESS COORDINATOR

NATURE OF THE WORK:

This is responsible supervisory work of a skilled nature. This position assists the Resident Manager in maintaining public access responsibilities, under general direction, at the Ludlow Reservoir, as required; supervises and participates in the operational maintenance and repair activities at the Ludlow reservoir. Also performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

Greets visitors at facility entrance or in properly designated areas and explains regulations; monitors public access areas, cautions visitors against infractions of rules, and notifies Supervisor or appropriate enforcement personnel when necessary. Supervises and participates in maintaining recreational areas in a clean and orderly condition along with answering visitors'

questions. Supervises and participates other workers in activities concerned with public access; the employee will perform daily inspections of the reservoirs for security purposes; understand and comply with applicable regulations; participate in sampling and data collection, keep records and prepare activities which contribute to safe public access that include snow plowing, snow removal, mowing grass and brush cutting; establish and maintain effective working relationships with coworkers and the general public; assesses impacts of visitation on the water supply and environment; develops recommendations to reduce impacts through interpretive or other management methods including visitor surveys, censuses and observations to protect watershed resources; assesses the condition of the reservation woods, roads and trails and other field visitor structures and facilities including signage and recommends methods to improve these facilities to protect the resources and visitor safety; improve visitor compliance with Commission rules and regulations and protect reservoir resources. Performs related duties as assigned.

WORKING CONDITIONS:

This is an exempt salaried position, normally forty hours per week, which will include working Saturday's and Sunday's, and variable shifts with starting times that vary seasonally. Work may involve additional hours including public meetings during evenings, and weekend meetings. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee must tolerate working in conditions and temperatures that can vary dramatically. Must deal with situations whenever they occur while on the property, such as trespassing or maintenance emergencies, and interfaces with Town officials, local police, state police, and environmental police as necessary. Must also fill in for Public Access employees when needed.

KNOWLEDGE, ABILITIES AND SKILLS;

The employee is required to inspect the grounds of the reservoir, for security purposes. The employee will be working outside all four seasons in accordance with the hours of public access. Employee will be required to work various shifts, locations, and weekends.

Knowledge and ability in the area of environmental interpretation and education is desirable.

Knowledge of principles of recreation and park management are desirable.

Basic knowledge of outdoor activities including hiking, fishing, etc., is desirable.

Must be able to read, write, speak and understand English sufficiently to perform the duties of this position.

A general working knowledge of occupational hazards and standard safety practices and procedures is desirable.

The ability to understand and follow written and oral instructions.

A working knowledge of basic computing skills, including Microsoft products such as Word, Internet Explorer and e-mail.

Must be able to effectively delegate work to other employees.

Must be able to effectively train other employees.

Must be able to requisition materials and supplies.

Must be able to establish and maintain effective relations with assistants and supervisors.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess and maintain a current Massachusetts Driver's License.

The individual must have and maintain Cardio Pulmonary Resuscitations (CPR) and First Aid Training within first six (6) months of employment.

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. The employee must regularly lift and carry small packages of up to 20 pounds.

EXPERIENCE AND TRAINING:

Associates Degree in environmental science, park management, natural resources management or related field; or equivalent work experience.