

## **Town of Fort Myers Beach Job Description**

**Position:** Beach Compliance Ambassador

**Department:** Public Works

### **POSITION SUMMARY**

The beach patrol team is assigned to work under the direct supervision of the Beach Patrol Team Leader and or his/her designee for compliance related to the Town's beach operations. Staff, whose main responsibility includes delivering top-notch customer service to the community while performing work in ensuring compliance with municipal beach bylaws. The beach patrol team will patrol assigned beach areas and first educate the public and issue citations for beach infractions as instructed by his/her supervisor. The beach patrol team will communicate to his/her supervisor any observed problems during patrols, such as signs of vandalism on Town property, equipment damage or equipment maintenance needs.

### **ESSENTIAL JOB FUNCTIONS**

- The objective of this position is to gain voluntary compliance by being visible and by dealing with the public including residents, business owners, visitors and local agencies, in a positive, effective and courteous manner.
- This position advises residents and visitors of Town ordinances, including littering, possessing alcoholic beverages in public, dogs on the beach without a leash, animal control, recyclable materials, two and four wheeled motor driven vehicles, parking vehicles, night sleeping on the beach, parks and recreation areas, removal of nuisance, anti-littering beach and dune management regulations on live shelling, bicycle safety ordinance .
- Patrols assigned Town locations, identify and cite infractions of Town Code and provide visible presence to deter improper activity.
- This position advises residents and visitors of Town ordinances, related to beach compliance and preservation.
- Rides Town vehicle including all-terrain vehicle and issues summonses for violations found.
- Reports broken meters, missing signage and any situations which may be dangerous for follow-up by the appropriate Town department.
- Watches for parking violations, including overtime, improper, and restricted parking, invalid license plate or invalid inspection sticker, and to issue parking summonses to offenders.
- Ensures all Town-owned or leased equipment and vehicles are maintained in a safe operating condition at all times.
- Assists as directed in response to emergency situations that occur in Town as needed and in conjunction with law enforcement.
- Assist with special events or functions as they relate to enforcement.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

## **OTHER JOB FUNCTIONS**

- Prepares and submits operational reports. Completes paperwork and prepares clerical reports as required.
- Thorough knowledge of Town laws and regulations pertaining to parking enforcement; Assists the general public by giving directions and answering questions based on knowledge of the Town and surrounding areas.
- Ability to keep records and prepare reports.
- Ability to establish and maintain effective working relationships with other employees.
- Assist in the maintaining of Town equipment and property.
- Performs other duties of this position or related positions as may become necessary or as directed by the Public Works Director and/or his/her designee.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent;
- Three (3) years of parking and or beach operations experience preferred.
- Certification as a Parking Enforcement Specialist in the state of Florida within 2 months of employment and maintain that certification.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a thorough police background check, and alcohol and drug test, and a fingerprint check.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS**

- General knowledge of the tasks, tools and materials associated with parking and vehicle maintenance, supply, inventory and equipment management.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Proficient with the use of standard office equipment including the Microsoft Office Suite or equivalent
- Ability to read and follow written and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Ability to coordinate and account for monies collected.

## **WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS**

- This position is no more than 30 hours per week.
- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.

- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, scanner and fax machine and related vehicles and machinery due to job requirements.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*