

## **DNR ASSISTANT**

**GENERAL STATEMENT OF DUTIES:** Assists the Department of Natural Resources with work on aquaculture projects, navigational aids, and maintenance projects, and does other work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is general labor work consisting of operation and maintenance of shellfish aquaculture and propagation equipment, such as floating upweller systems, trays, nets and racks; deploying, retrieving and maintaining navigational aids; maintenance of Town equipment and property, and other duties that may be assigned. The work also includes some record keeping duties, and may include clerk and secretarial assignments in the office. The work will be supervised by the Department of Natural Resources, with specific instructions and assistance being given when needed. An employee in this class must perform most duties without constant supervision.

### **EXAMPLES OF WORK (May Actually Vary):**

Operation of floating upweller systems growing quahog and oyster seed, including the cleaning of equipment and sorting of seed sizes for optimal growth.

Maintains records of seed growth and weather conditions.

Maintains equipment in good repair.

Performs routine maintenance tasks as required.

Informs fishermen and the general public of various laws, by-laws, rules & regulations.

Informs Natural Resources Officers of violations of any laws, by-laws, rules, & regulations enforceable by the Department.

Assists the Department with other duties, as needed.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** General knowledge of Town waters and shoreline; ability to work outdoors in all types of weather conditions; ability to operate a Nextel cell phone and two way radio system; ability to understand and carry out complex oral and written instructions; ability to do general record keeping and write coherent reports; good social skills; ability to deal with the general public tactfully, appropriately, and in a positive manner; professional appearance; good judgment; general knowledge of pertinent laws, by-laws, rules and regulations; good powers of observation

and memory; ability to swim; good physical strength and agility, with the ability to repetitively lift heavy objects; ability to work irregular shifts, including weekends, holidays and evenings; and excellent physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Any type of fishing or maritime experience would be helpful, prior experience with shellfish aquaculture a plus.

**ADDITIONAL REQUIREMENTS:** Possession of a valid Massachusetts motor vehicle operator's license, learner's permit, or acceptable means of transportation to work. Must pass a physical examination.