

NOW ACCEPTING APPLICATIONS



2024

SEASONAL

Ramp Attendants

Lake Ranger I category



Looking to fill multiple seasonal positions, up to 40 hours/week, including Saturdays, Sundays, and holidays. Ramp positions require excellent public communication skills, sales of boat permits, balance of daily receipts, maintenance duties at ramps, and inspection and decontamination of boats for invasive species.

Starting wage is \$22.66 per hour.

Ramp attendants are considered Lake Rangers and perform a variety of activities as described above. The District is seeking all qualified candidates who enjoy working outdoors and interacting with the public.

Applications can be downloaded at:
bbmwd.com/current-employment-opportunities

Applicant must be at least 18 years of age, possess a high school diploma or have successfully completed a GED and hold a current California Driver's License. CPR and First Aid training preferred. Pre-employment physical administered to the successful candidate. Applications must be completed on District forms. Applications accepted until position are filled. EEO Employer.

Seasonal work
starting April 2024

Starting wage
\$22.66 per hour

During peak
summer hours
BBMWD provides
the public with two
launch ramps

BBMWD staffs
ramps from April
through November

LAKE MANAGEMENT

40524 Lakeview Dr.
P.O. Box 2863
Big Bear Lake, CA 92315

www.bbmwd.com

Phone: 909.866.5796
Fax: 909.866.6485



BIG BEAR MUNICIPAL WATER DISTRICT LAKE RANGER I

OPENING DATE / TIME: FEBRUARY 14, 2024
CLOSING DATE/ TIME: UNTIL FILLED
SALARY: \$22.66 HOURLY
JOB TYPE: SEASONAL
LOCATION: BIG BEAR LAKE, CALIFORNIA
AGENCY: BIG BEAR MUNICIPAL WATER DISTRICT
DEPARTMENT: OPERATIONS
REPORTS TO: LAKE OPERATIONS SUPERVISOR
JOBS SUPERVISED: NONE

JOB PURPOSE: **PROVIDES ASSISTANCE TO THE PUBLIC BY:**
Collecting fees, maintaining facilities and disseminating information.

ESSENTIAL DUTIES & RESPONSIBILITIES:

% of Time

25% INSPECTS AND DECONTAMINATES VESSELS FOR INVASIVE SPECIES BY:

Making contact with every vessel that enters the ramp; determining whether vessels have legitimate BBMWD seals or require inspection; removing legitimate BBMWD seals so that vessels can launch; inspecting vessels without legitimate seals for evidence of biofouling, moisture, visible quagga/zebra mussels, or other aquatic invasive species; allowing inspected vessels which are clean, drained, and dry to launch; decontaminating vessels which have biofouling or moisture per District procedures; contacting the BBMWD Main Office if visible quagga/zebra mussels are discovered on a vessel; allowing vessels which have been fully and properly decontaminated to launch; properly applying BBMWD seals to vessels as they are retrieved.

15% COLLECTS BOAT PERMIT FEES AND BALANCES CASH DRAWER BY:

Accepting cash, check or charge payments from the public; making change for cash customers; balancing sales totals with currency, checks and credit card transactions on a daily basis; safely secures all funds per District policies and procedures; provides bank as requested for random audits.

15% MAINTAINS DISTRICT FACILITIES BY:

Cleaning restrooms; collecting and disposing of trash; performing a variety of basic landscape and maintenance work; performing heavy physical labor; safely operating hand and power tools and equipment.

10 % GREETES AND INFORMS PUBLIC IN PERSON OR BY PHONE BY:

Answering questions and disseminating information regarding Big Bear Lake and the surrounding area; advising visitors of Lake use fees, Lake regulations and District policies.

10% COLLECTS DATA AND COMPLETES DOCUMENTS BY:

Counting and logging facility users per established procedures.

10% ACTS AS RADIO DISPATCHER BY:

Monitoring District's radio traffic; responding to appropriate radio traffic; relaying necessary radio transmissions; conducting periodic status checks; maintaining accurate radio log transferring radio control to answering service as required.

5% ORGANIZES BOAT PERMIT SALES BY:

Completing boat permit applications neatly and accurately; completing daily tally sheets; completing daily permit log for permits sold; investigating any missing or void permits; daily transmission of credit card purchases.

2% MINIMIZES PERSONAL INJURY AND DOCUMENTS PERSONAL INJURIES AND ACCIDENTS BY:

Providing trained first aid, CPR and AED; radioing or telephoning for emergency assistance; gathering victim and witness information; taking photographs and recording observations; completing reports.

2% MAINTAINS SAFE TRAFFIC CONDITIONS BY:

Monitoring and directing traffic; reporting unsafe street and facility conditions per established procedures.

2% ENSURES APPROPRIATE OPERATION OF EQUIPMENT BY:

Following manufacturer's instructions and established procedures; calling for repairs; completing preventative maintenance; evaluating new equipment and techniques.

2% PREVENT LOSSES AND DAMAGE BY:

Reporting vandalism or other irregularities; informing violators of District rules and regulations.

2% MAINTAINS SAFE AND CLEAN WORKING ENVIRONMENT BY:

Cleaning office area after each shift; complying with procedures, rules and regulations.

While achieving the above job results, the following objectives must always be met:

MAINTAINS DISTRICT STABILITY AND REPUTATION BY:

Complying with District Rules and Regulations; wearing and maintaining appropriate District uniform per established policy and procedures; applying a professional and diplomatic behavior at all times.

MAINTAINS OPERATIONS BY:

Follows policies and procedures; reporting needed changes; performing other job related duties as assigned.

CONTRIBUTES TO DISTRICT'S TEAM EFFORT BY:

Practicing strong interpersonal communication skills; accomplishing related results as needed.

II. JOB QUALIFICATIONS AND JOB EVALUATION DOCUMENTATION

EDUCATION AND KNOWLEDGE:

EDUCATION: High School diploma or equivalent (G.E.D).

EXPERIENCE: Collection and balancing of cash; any position with strong public contact; familiarity with the layout of Big Bear Lake and surrounding area.

SKILLS AND ABILITIES: Excellent public communications skills, phone operations and courtesy; basic math and calculator operation; ability to explain boating laws; radio dispatching; follow oral and written directions with minimum supervision; maintain cooperative and professional relationships with other employees; safely operate vehicles and motor driven equipment.

ADDITIONAL KNOWLEDGE AND UNDERSTANDING:

INFORMATION PROCESSING

Ability to think clearly and critically and react quickly when requesting appropriate emergency services for lake patrol or when assigning additional lake patrol back up for emergency situations, accurate mathematical calculations.

SPECIAL REQUIREMENTS

Valid California driver's license, Class C, good driving record with no multiple or serious accidents or violations during the past two years.

SCOPE OF RESPONSIBILITY

Identifies correct needs and procedures for various reported boating/safety situations and criminal or unlawful activities

INTERPERSONAL COMMUNICATION

Close daily verbal communications with the public in one on one or group situations; often works closely with other employees.

IMPACT ON RESULTS

Improper response to safety and enforcement issues could jeopardize the safety of visitors and other employees; incorrect information is an inconvenience to visitors and other employees; inaccurate revenue collection and balancing is detrimental to the District's budget and audit process; incomplete or inaccurate work and inappropriate behavior causes a negative perception of the District.

DESCRIBE CONTROLS

Debriefing sessions after incidents if necessary; able to verify information with supervisor or main office; counseling sessions if necessary to improve work habits and/ or behavior; evaluations and reviews as needed to ensure all job requirements are met.

CONFIDENTIAL AND SENSITIVE INFORMATION

Employee personal information, visitor phone numbers and credit card information shall remain confidential and is not public information

SCOPE OF FINANCIAL RESPONSIBILITY

Balancing and securing daily payments processed at work station in regards to dock license renewal, lake use permits and other payments received over the phone.

WORK SCHEDULE

Seasonal position during the spring, summer, and possibly fall months. Required to work days, evenings, weekends, holidays, and overtime. Must commit to work the established schedule with no personal time off from Memorial Weekend through Labor Day Weekend.

III. ENVIRONMENT

******Must be able to lift a maximum of 50lbs.**

PHYSICAL DEMANDS:

- | | | | |
|---|---|--|--|
| <input checked="" type="checkbox"/> Balancing | <input checked="" type="checkbox"/> Crouching | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Standing |
| <input checked="" type="checkbox"/> Carrying | <input checked="" type="checkbox"/> Feeling | <input checked="" type="checkbox"/> Lifting | <input checked="" type="checkbox"/> Stooping |
| <input checked="" type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Fingering | <input checked="" type="checkbox"/> Pulling | <input checked="" type="checkbox"/> Walking |
| <input checked="" type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Grasping | <input checked="" type="checkbox"/> Sitting | <input checked="" type="checkbox"/> Talking |

VISION:

20/30, corrected O.K.

- | | | | |
|---|---|---|---|
| <input checked="" type="checkbox"/> Close | <input checked="" type="checkbox"/> Far | <input checked="" type="checkbox"/> Color | <input checked="" type="checkbox"/> Depth |
|---|---|---|---|

HEARING:

Must be within normal range.

EXPOSURES:

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> Airborne Particles | <input checked="" type="checkbox"/> Extreme Weather | <input checked="" type="checkbox"/> High Places | <input checked="" type="checkbox"/> Physical Abuse |
| <input checked="" type="checkbox"/> Caustics | <input type="checkbox"/> Explosives | <input checked="" type="checkbox"/> Moving Parts | <input type="checkbox"/> Toxicants |
| <input checked="" type="checkbox"/> Cleaning Chemicals | <input checked="" type="checkbox"/> Extreme Temperatures | <input checked="" type="checkbox"/> Muscular Strain | <input checked="" type="checkbox"/> Verbal Abuse |
| <input checked="" type="checkbox"/> Cleaning Fumes | <input checked="" type="checkbox"/> Flammables | <input checked="" type="checkbox"/> Noise | <input type="checkbox"/> Vibration |
| <input checked="" type="checkbox"/> Electrical Currents | | <input checked="" type="checkbox"/> Odors | <input checked="" type="checkbox"/> Vision Strain |



BIG BEAR MUNICIPAL WATER DISTRICT EMPLOYMENT APPLICATION

APPLICANT INSTRUCTIONS

Individuals who need assistance with any phase of the application process should notify the person who gave them the application to request a reasonable accommodation.

1. Please read "APPLICANT NOTE".
2. Complete all pages of form.
3. If more space is needed to complete any questions, additional sheets may be attached.
4. Print clearly; incomplete or illegible applications will not be processed. PLEASE NOTE "NOT APPLICABLE" IF NOT ANSWERING A QUESTION.
5. In accordance with the Immigration Reform and Control Act of 1986, we are required to advise you of the following: (1) The MWD will hire only U.S. citizens and aliens lawfully authorized to work in the United States; (2) The MWD requires all new employees to complete the designated forms from the Immigration and Naturalization Service.
6. Return District application in person to the main office at 40524 Lakeview Dr, Big Bear Lake, CA 92315 or email completed application to mschermer@bbmwd.net.

POSITION APPLIED FOR: _____

TODAY'S DATE: _____

NAME: _____
LAST FIRST MI

CELL PHONE: () _____ EMAIL: _____

PHYSICAL ADDRESS: _____

STREET

CITY

STATE

ZIP

MAILING ADDRESS: _____

STREET

CITY

STATE

ZIP

PRIOR ADDRESS: _____

STREET

CITY

STATE

ZIP

APPLICANT NOTE

This application form is intended for use in evaluating your qualifications for employment. This application form is not an offer of employment. If hired, such employment shall be considered "at will" and this application is not intended to constitute a contract of continued employment. False or misleading statements during the interview or on this form may result in the refusal to hire or termination of employment. Applicants are considered for positions without discrimination on the basis of race, color, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state or local laws. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you may be required to submit to a medical review. Depending on company policy and the needs of the job, you may be required to complete a medical history form and may be required to be examined by a medical professional designated by the District. Smoking is prohibited in all indoor areas of the District's facilities unless designated smoking areas have been established at a particular location in accordance with applicable state and local law.

PERMISSION TO WORK IN THE UNITED STATES

Are you legally eligible to work in the United States? Yes No

Proof of employment eligibility will be required if hired.

AVAILABILITY

What date can you start? _____

The District operates every day, including weekends and holidays. Are you available to work any and/or all hours that the District could require, including overtime? Yes No

*Reasonable efforts will be made to accommodate sincerely held religious beliefs.

SECURITY

List states and counties of residence for the past seven years. Use additional paper if necessary

Have you used any names other than those on this page?

Yes No If so, please list here. Use additional paper if necessary.

DRIVER'S LICENSE INFORMATION

Do you have a valid driver's license? Yes No
Name on license _____ DL# _____ Type _____ State of Issue _____

Driving records will be verified through the Department of Motor Vehicles

JOB-RELATED SKILLS

Have you been given a job description or had the essential functions of the job explained to you? Yes No
Do you understand these essential functions? Yes No
After carefully reviewing the job description and physical requirements of the job for which you are applying, are you able to perform the essential functions of the job with or without reasonable accommodation? Yes No

PROFESSIONAL LICENSES AND CERTIFICATIONS

Are you licensed/certified for the job applied for? Yes No
Name of license/certifications _____
License/certification number: _____ Issuing State: _____
Has your license/certification ever been revoked or suspended? Yes No
If yes, state the reason(s), date of revocation or suspension, and date of reinstatement: _____

REFERENCES

Include only individuals familiar with your work ability. Do not include relatives or names of supervisors listed below.

NAME	ADDRESS/PHONE	YEARS KNOWN/RELATIONSHIP
1.		
2.		

EDUCATION

Please circle highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+
If your school records are under a different name than listed at top of page 1, please enter that name _____

NAME	CITY/STATE	GRADUATED	DEGREE TYPE
HIGH SCHOOL		Yes No	
COLLEGE		Yes No	
OTHER		Yes No	

PREVIOUS EMPLOYERS

PLEASE NOTE: Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the *correct telephone numbers of past employers are critical*.

MOST RECENT EMPLOYER	Are you currently working for this employer? If yes, may we contact?	Yes No Yes No	PHONE () FAX ()
COMPANY NAME	CITY	STATE	
FROM TO	JOB TITLE	SUPERVISOR NAME	
DATES EMPLOYED			
DUTIES			
REASON FOR LEAVING			

SECOND MOST RECENT EMPLOYER

PHONE ()

FAX ()

COMPANY NAME _____

CITY _____

STATE _____

FROM _____ TO _____

DATES EMPLOYED _____

JOB TITLE _____

SUPERVISOR NAME _____

DUTIES _____

REASON FOR LEAVING _____

THIRD MOST RECENT EMPLOYER

PHONE ()

FAX ()

COMPANY NAME _____

CITY _____

STATE _____

FROM _____ TO _____

DATES EMPLOYED _____

JOB TITLE _____

SUPERVISOR NAME _____

DUTIES _____

REASON FOR LEAVING _____

FOURTH MOST RECENT EMPLOYER

PHONE ()

FAX ()

COMPANY NAME _____

CITY _____

STATE _____

FROM _____ TO _____

DATES EMPLOYED _____

JOB TITLE _____

SUPERVISOR NAME _____

DUTIES _____

REASON FOR LEAVING _____

CERTIFICATION AND RELEASE

I certify that I have read and understand the applicant note on this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application, whether on this document or not, may result in rejection of my application or discharge at any time during my employment. I authorize the District and/or its agents, including consumer reporting bureaus, to verify any of this information. I release all former employers, persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If District policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

SIGNATURE _____

DATE _____