



BIG BEAR MUNICIPAL WATER DISTRICT LAKE OPERATIONS SUPERVISOR

OPENING DATE / TIME: 12/5/2018
CLOSING DATE/ TIME: OPEN UNTIL FILLED
SALARY: \$28.65 - \$38.39 HOURLY
JOB TYPE: PERMANENT, EXEMPT
LOCATION: BIG BEAR LAKE, CALIFORNIA
AGENCY: BIG BEAR MUNICIPAL WATER DISTRICT
DEPARTMENT: OPERATIONS
REPORTS TO: GENERAL MANAGER
JOBS SUPERVISED: LAKE RANGERS I & II

JOB PURPOSE: ADMINISTERS LAKE & MAINTENANCE
OPERATIONS BY:

Overseeing Lake operations, day to day maintenance activities at Public Launch Ramps, and District safety programs; organizing and implementing Lake Patrol functions; supervising employees.

ESSENTIAL DUTIES & RESPONSIBILITIES:

% of Time

25 % ADMINISTERS OPERATIONS, MAINTENANCE AT PUBLIC LAUNCH RAMPS, AND SAFETY ACTIVITIES BY:

Scheduling and assigning Lake Patrol officers, Seasonal Dispatch, and Ramp Attendants; serving as the District's safety officer including all OSHA related requirements; serving in Lake Patrol capacity as needed to supplement the work force; being available for on-call emergencies; serving as District liaison with the State of California Department of Boating and Waterways; coordinating with the San Bernardino County Sheriff's Dept. for joint patrol activities; overseeing safety and operation of all special events on the Lake during event; overseeing processing of citations and court appearances; assuming responsibilities designated under SEMS and other emergency procedure plans; overseeing and training staff on proper radio dispatch procedures.

20% MAINTAINS EMPLOYMENT STAFF BY:

Recruiting, selecting, and orienting seasonal employees; coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results; explaining policies and procedures; following up on work results; managing and ensuring compliance with OSHA, SB 198, and IIPP (Illness and Injury Prevention Program) programs for the entire District; updating specialized training on a regular basis; contributing to team effort by scheduling regular operations staff meetings; accomplishing related results as needed; updating Operations manual.

10% OVERSEES THE DISTRICT'S DOCK PROGRAMS BY:

Supervising commercial dock inspections with Lake Patrol; supervising the private dock program to include achieving compliance with safety regulations.

10% PRODUCES AND DISTRIBUTES LAKE USE PERMITS AND VARIOUS PUBLIC INFORMATION HANDOUTS BY:

Updating permit forms; updating and printing Lake map/rules and regulations flyer; updating various special use or procedure flyers; arranging and supervising community distribution or public informational materials.

10% PREPARES SPECIAL REPORTS AND RESEARCH PROJECTS BY:

Collecting, analyzing, and summarizing information on various subjects such as Lake use trends, citations, boat permit sales totals, commercial marina operations.

10% ACHIEVES FINANCIAL OBJECTIVES BY:

Monitoring collection of fees from recreational facilities; submitting annual operations capital purchase items; approving purchase orders up to a maximum of \$500.00; evaluating quarterly budget financial reports; keeping operations expenditures within budget constraints.

10% COMMUNICATES WITH PUBLIC BY:

Attending Board and committee meetings as required; making presentations regarding projects, staffing, and other District issues; preparing recommendations and reports on various topics; resolving conflicts and/or grievances from the public; preparing written responses to the public on a variety of issues and/or complaints.

5% MAINTAINS PROFESSIONAL AND TECHNICAL KNOWLEDGE BY:

Attending educational workshops; reviewing professional publications; establishing personal networks; participating in job-related professional societies; keeping current on all California boating laws and OSHA regulations and reporting requirements.

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; representing the District and making presentations at meetings of other agencies and organizations; applying professional and diplomatic behavior at all times.

MAINTAINS OPERATIONS BY:

Following and recommending policies and procedures; reporting and implementing needed changes; implementing policies which result in good employee morale and performance; performing other job related duties as assigned.

CONTRIBUTES TO DISTRICT'S TEAM EFFORT BY:

Practicing strong interpersonal communication skills; surveying and interviewing employees to identify areas of concern; maintaining open communication channels with employees, and Department Heads.

II. JOB QUALIFICATIONS AND JOB EVALUATION DOCUMENTATION

EDUCATION AND KNOWLEDGE:

EDUCATION: High School diploma or equivalent (G.E.D) mandatory; any combination of training or education in progressive experience which demonstrates the ability to perform the duties of the position.

EXPERIENCE: A minimum of five years of experience in boating enforcement or related field and of public agency supervision experience. Extensive background in boating and public relations required.

SKILLS AND ABILITIES: Excellent supervisory, organization, and analytical skills; exceptional written and oral communication skills; good mathematics and logic ability; excellent boating skills and rescue techniques; overall understanding of boating rules and regulations, local ordinances, and law enforcement principles; ability to work in Microsoft Windows computer environment, especially Word and Excel; ability to make presentations before large groups; ability to forecast, plan, and implement department budgets; ability to direct and organize department staffing; ability to follow written and oral directions; ability to operate an automobile.

SPECIAL REQUIREMENTS: Valid California Driver's License and a good record with no multiple or serious traffic violations or accidents during past two years; PC 832 Law Enforcement Training, Basic Boating, or equivalent; current National Safety Council, American Red Cross, or American Heart Association first aid and CPR certificates.

ADDITIONAL KNOWLEDGE AND UNDERSTANDING:

INFORMATION PROCESSING

Identifies and responds to public's questions and concerns in timely manner; gathers and analyzes information for reports as needed; has the ability to think and reach decisions quickly and implement an effective course of action; activates appropriate emergency response.

SCOPE OF RESPONSIBILITY

Responsible for the overall administration of the District's Lake operations program, including supervision and staffing; responsible for implementing and monitoring programs to maintain the integrity of Big Bear Lake for Lake users and residents.

INTERPERSONAL COMMUNICATION

Oral and written communications with the public and staff in one-on-one or group situations; supervisorial discussions with subordinates.

IMPACT ON RESULTS

Negligence in maintaining and operating District's recreational facilities will result in potential safety hazards, lost revenue from Lake users, and a negative perception of the District; ineffective leadership may result in reduced employee productivity and poor morale; lack of organization and follow-through will adversely impact decision-making ability of Department Heads.

DESCRIBE CONTROLS

Evaluations, reviews, and training as needed to ensure that all job requirements are met; counseling sessions, if necessary, to improve work habits, productivity, job results, communication, attendance, and/or behavior; debriefing sessions after incidents if necessary.

CONFIDENTIAL AND SENSITIVE INFORMATION

All conversations with other employees; all employee personnel information; visitor phone numbers and credit card information.

SCOPE OF FINANCIAL RESPONSIBILITY

Collection and turn-in of Lake use revenues; keeping expenditures related to operations of Big Bear Lake and District Facilities within budget constraints; ensuring purchase order guidelines are followed; participating in budget forecasting and planning in compliance with established policies and procedures.

WORK SCHEDULE

Full-time, exempt position, work weeks will vary; holiday hours, weekend work required; responds to emergency call-out after hours.

III. ENVIRONMENT

PHYSICAL DEMANDS:

- Balancing
- Carrying
- Climbing
- Crawling
- Crouching
- Feeling
- Fingering
- Grasping
- Kneeling
- Lifting
- Pulling
- Sitting
- Standing
- Stooping
- Walking
- Talking

VISION:

20/30, corrected O.K.

- Close
- Far
- Color
- Depth

HEARING:

Must be within normal range.

EXPOSURES:

- Airborne Particles
- Caustics
- Cleaning Chemicals
- Cleaning Fumes
- Electrical Currents
- Extreme Weather
- Explosives
- Extreme Temperatures
- Flammables
- High Places
- Moving Parts
- Muscular Strain
- Noise
- Odors
- Physical Abuse
- Toxicants
- Verbal Abuse
- Vibration
- Vision Strain