

NOW ACCEPTING APPLICATIONS



2019 SEASONAL Lake Patrol

Lake Ranger II category



Looking to fill multiple seasonal positions, up to 40 hours/week, including Saturdays, Sundays, and holidays. Lake Patrol positions require excellent boat handling and oral and written communication skills, ability to work in a Microsoft Office computer environment, and professional radio communication skills.

Starting wage is \$16.58 per hour.

Lake Patrol officers are considered park 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/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, First Aid, and PC 832 training preferred. Pre-employment physical and drug screening administered to the successful candidate. Applications must be completed on District forms. Applications accepted until position is filled. EEO Employer.

Seasonal work
starting May 2019

Starting wage
\$16.58 per hour

BBMWD provides
necessary training
for Lake Patrol
officers

Boat handling
experience strongly
preferred

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 II

OPENING DATE / TIME: N/A

CLOSING DATE/ TIME: CLOSED

SALARY: \$16.58 HOURLY

JOB TYPE: PERMANENT

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:**
Serving as a Lake Patrol officer, and operating and maintaining District facilities and equipment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

% of Time

20 % PROVIDE ASSISTANCE TO THE PUBLIC BY:

Answering questions and disseminating information regarding Big Bear Lake and the surrounding area while on boat patrol; explaining District regulations, California Boating Laws, and Harbors and Navigation Codes; providing boat escort and tows to safety per established policies and procedures.

20% PRESERVES BOATING SAFETY, LAW, AND ORDER ON BIG BEAR LAKE BY:

Patrolling the Lake by boat and enforcing California Boating Laws, Harbors and Navigation Codes, and District Rules and Regulations per established procedures; teaching safe and defensive boating skills; issuing citations; responding to complaints and calls for help; mediating disputes; conducting search and rescue operations; investigating suspicious activities; detaining suspects; calling for other emergency agency assistance; securing facilities; preparing incident reports; making court appearances; attending educational workshops; completing patrol assignments; inspecting private and commercial marina docks; conducting fleet inspections at commercial marinas.

5% MINIMIZES PERSONAL INJURIES AND DOCUMENTS INJURIES AND BOATING ACCIDENTS BY:

Providing trained first aid and CPR; radioing for additional District personnel or other emergency agency assistance; using emergency fire suppression equipment; gathering victim and witness information; taking photographs and recording observations; completing reports; impounding accident vessels.

13% COLLECTS LAKE USE FEES AND BALANCES PATROL BANK BY:

Accepting cash or check payments from the public while on boat patrol; making change for cash payments from customers; comparing daily sales totals with currency and checks; submitting sales receipts, unsold boat permits and bank at the end of each workweek; maintaining and storing bank and receipts in a safe manner per established procedures and policy, providing bank as requested for random audits.

2% PREPARES WORK TO BE ACCOMPLISHED BY:

Obtaining necessary documents and planning daily assignment schedule, following procedures in Lake Operations Manual and Lake Patrol Manual.

13% MAINTAINS DISTRICT FACILITIES BY:

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

10% COLLECTS DATA AND COMPLETES DEPARTMENT DOCUMENTS BY:

Counting and logging various types of Lake users per established procedures; maintaining log of all Lake Patrol stops.

5% MAINTAINS DEPARTMENT SUPPLIES AND INVENTORY BY:

Checking stock to determine inventory level on floating restrooms and other various District facilities and commercial marinas; anticipating needed supplies; placing orders for supplies per established procedures; verifying receipt of supplies.

2% ENSURES APPROPRIATE OPERATION OF EQUIPMENT BY:

Following manufacturer's instructions and established procedures; notifying District mechanic of needed repairs; completing preventative maintenance and daily operative equipment check; evaluating new equipment and techniques.

2 % PREVENT LOSSES AND DAMAGE BY:

Reporting shorezone violations and other irregularities; informing violators of District rules and regulations.

2% MAINTAINS SAFE AND CLEAN WORKING ENVIRONMENT BY:

Cleaning assigned patrol vessel after each shift; cleaning and maintaining other District facilities per established procedures.

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

MAINTAINS DISTRICT STABILITY AND REPUTATION BY:

Complying with all applicable California Boating Laws, Harbor and Navigation Codes, and 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:

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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) mandatory. Bachelor's degree or any combination of training, experience, and education which demonstrates the ability to perform the duties of the position.

EXPERIENCE: Extensive boating operation; familiar with California Boating Law and basic boating rules of the road; extensive public contact background.

SKILLS AND ABILITIES: Excellent public communications skills; ability to safely operate a boat in all weather conditions for 8 to 10 hours a day; operate a variety of radio and electronic equipment; operate vehicles and other motor driven equipment; follow oral and written directions; operate a variety of basic office equipment and computers (experience with Microsoft Office preferred); basic math; excellent writing skills; ability to demonstrate a cooperative and professional relationship with the public and other employees.

SPECIAL REQUIREMENTS: California Driver's License and a good record with no multiple or serious traffic violations or accidents during past two years; PC 832 course (training may be offered through the District); this position will also be trained and tested for and must pass a certified first aid and CPR class; shall complete AED training.

ADDITIONAL KNOWLEDGE AND UNDERSTANDING:

INFORMATION PROCESSING

Ability to think and react quickly and implement an effective course of action; request appropriate emergency services; principles of work and boating safety.

SCOPE OF RESPONSIBILITY

Identifies correct needs and procedures for various reported boating/safety situations and criminal or unlawful activities; responsible for safety of other persons and vessels in various boating situations; completes assignments with very little or no supervision; verifies boat owner/registration compliance.

INTERPERSONAL COMMUNICATION

Close daily oral communication with the public in one on one or group situations; oral communication as needed with local law enforcement personnel; 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; 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

Visitor phone number and credit card information; individual background or prior violations information; pending incidents or legal cases; all employee/personnel information.

SCOPE OF FINANCIAL RESPONSIBILITY

Balancing and securing daily revenues per described policies and procedures.

WORK SCHEDULE

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

III. ENVIRONMENT

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 checked="" type="checkbox"/> Toxicants |
| <input checked="" type="checkbox"/> Cleaning Chemicals | <input checked="" type="checkbox"/> Extreme | <input checked="" type="checkbox"/> Muscular Strain | <input checked="" type="checkbox"/> Verbal Abuse |
| <input checked="" type="checkbox"/> Cleaning Fumes | Temperatures | <input checked="" type="checkbox"/> Noise | <input checked="" type="checkbox"/> Vibration |
| <input checked="" type="checkbox"/> Electrical Currents | <input checked="" type="checkbox"/> Flammables | <input checked="" type="checkbox"/> Odors | <input checked="" type="checkbox"/> Vision Strain |

APPLICANT INSTRUCTIONS

If you need help to fill out this application form or for any phase of the employment process, please notify the person who gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please read "APPLICANT NOTE"
2. Complete both sides of this form.
3. If more space is needed to complete any question, use comments section on the back.
4. Print clearly; incomplete or illegible applications will not be processed.
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.

BIG BEAR MUNICIPAL WATER DISTRICT EMPLOYMENT APPLICATION

Today's Date: _____

Name: _____

Home Phone: (____) _____ Last First M.I.
Cell Phone: (____) _____

Physical Address: _____
Street City Zip

Mailing Address: _____
Street or Box # City Zip

Prior Address: _____
Street or Box # City Zip

APPLICANT NOTE This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination based on sex, marital status, race, age, creed, national origin or the presence of disabilities. Specific positions may require additional testing for job-related skills and for the presence of drugs in your body. After an offer of employment, and prior to reporting to work, you are required to submit to a medical review. District policy states that after you have been offered a job you must complete a medical history form, be examined by a medical professional designated by the District, and submit to a radiological back screening.

Can you, after employment, submit verification of your legal right to work in the U.S.? Yes No

AVAILABILITY

For which position are you applying? _____

What date can you start work? _____

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 Unsure

EDUCATION

Please circle the highest grade completed: 7 8 9 10 11 12 13 14 15 16 16+

| NAMES | CITY/STATE | GRADUATE? |
|-------------|------------|-----------|
| HIGH SCHOOL | _____ | _____ |
| COLLEGE | _____ | _____ |
| OTHER | _____ | _____ |

SECURITY

List states and counties of residence for the past seven years: _____

Yes No Have you used any names other than those on this page? If so, please list here.

Yes No Have you been convicted of a felony and/or served time in jail or prison during the past seven years? If so, please describe below. (In accordance with District policy, this information will be reviewed for job relatedness and time since last conviction.)

| INCIDENT | CITY/STATE | CHARGE |
|----------|------------|--------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |

JOB RELATED SKILLS

Yes No Do you have a valid driver's license? DL#: _____ State of Issue: _____ Expiration Date: _____

Yes No Do you have a current commercial driver's license? Class A: _____ Class B: _____

Yes No Have you had any moving violations in the past two years? Please describe: _____

Driving records will be verified through the Department of Motor Vehicles.

Please list any other skills, licenses or certificates that may be job-related or that you feel would be of value to this job or the District:

- Yes No Have you been given a job description or had the requirements of the job explained to you?
 Yes No Do you understand these requirements?
 Yes No Can you perform the requirements of this job without reasonable accommodation? If no, please explain: _____

EMPLOYMENT REFERENCES

Your application will not be considered unless every question in this section is answered. We will make every effort to contact previous employers. *The correct telephone numbers of past employers are critical.*

MOST RECENT EMPLOYER Yes No Are you currently working for this employer?

Company Name City State () Area Code Phone Number
FROM: TO: _____
Dates Employed Job Title Supervisor Name
Duties _____
Per _____
Salary (Hour, Week, Month, Etc.) Reason For Leaving

SECOND MOST RECENT EMPLOYER

Company Name City State () Area Code Phone Number
FROM: TO: _____
Dates Employed Job Title Supervisor Name
Duties _____
Per _____
Salary (Hour, Week, Month, Etc.) Reason For Leaving

THIRD MOST RECENT EMPLOYER

Company Name City State () Area Code Phone Number
FROM: TO: _____
Dates Employed Job Title Supervisor Name
Duties _____
Per _____
Salary (Hour, Week, Month, Etc.) Reason For Leaving

PERSONAL REFERENCES

Please list only individuals familiar with your work ability. Do not include relatives.

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

COMMENTS

CERTIFICATION & RELEASE

ASK FOR AN ADDITIONAL PAGE, IF NECESSARY

I certify that I have read and understand the applicant note on page one of 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 may result in rejection of my application or discharge at any time during my employment. I authorize the District and its agents, including consumer reporting bureaus, to verify any of this information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any 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 _____