

NOW ACCEPTING APPLICATIONS



2019 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 \$13.92 per hour.

Ramp attendants 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 and First Aid 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
\$13.92 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: N/A

CLOSING DATE/ TIME: OPEN 2/5/19 - FIRST SCREENING 3/18/19

SALARY: \$13.92 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:**
Collecting fees, maintaining facilities and disseminating information.

ESSENTIAL DUTIES & RESPONSIBILITIES:

% of Time

25% **INSPECTS AND DECONTAMINATES VESSELS FOR INVISIVE 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.

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.
- 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.
- 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

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 |

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 _____