

# NOW ACCEPTING APPLICATIONS



## 2019 SEASONAL Maintenance

### Lake Ranger I category

Looking to fill multiple seasonal positions, up to 40 hours/week, including Saturdays, Sundays, and holidays. Maintenance positions require heavy maintenance and operation of equipment on and around the Lake, trash collection, buoy placement, construction, janitorial services, and ability to lift 50 lbs.

Starting wage is \$13.92 per hour.

Maintenance workers 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/](http://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

BBMWD provides  
various  
maintenance  
services on Big Bear  
Lake.

Summer  
maintenance  
includes aquatic  
weed control

### LAKE MANAGEMENT

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

[www.bbmwd.com](http://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: MAINTENANCE

REPORTS TO: LAKE ANALYST

JOBS SUPERVISED: NONE

---

**JOB PURPOSE:** PROVIDES LAKE, FACILITIES, AND EQUIPMENT  
**MAINTENANCE BY:**  
Operating and maintaining District facilities and equipment.

---

## ESSENTIAL DUTIES & RESPONSIBILITIES:

% of Time

20 % ENSURES APPROPRIATE OPERATION OF DISTRICT EQUIPMENT AND VEHICLES BY:

Assisting with pre- and post-season maintenance of District equipment; assisting with launching of District equipment; completing preoperative equipment and vehicle checklists; calling for repairs; following manufacturer's instructions and established procedures; evaluating new equipment and techniques.

20% MAINTAINS DISTRICT FACILITIES BY:

Maintaining building equipment, heating, cooling, electrical, and plumbing systems; cleaning restrooms; collecting and disposing of trash; performing a variety of basic landscaping and maintenance work; performing heavy physical labor; safely operating hand and power tools; operating heavy equipment.

30% MAINTAINS LAKE BY:

Participating in shoreline and lake clean-up activities; installing and removing lake buoys; installing and maintaining monitoring equipment in tributaries and watershed; participating in aquatic plant management program; other assignments as needed.

- 5% TRANSPORTS AND DELIVERS SUPPLIES AND MATERIALS BY:  
Operating a variety of trucks, boats, and other equipment.
- 5% FABRICATES, CONSTRUCTS, AND REPAIRS STRUCTURAL WOODWORK AND WOOD PRODUCTS BY:  
Following blueprints, drawings, and oral instructions; using carpentry tools and equipment.
- 2% GREETES AND INFORMS PUBLIC IN PERSON BY:  
Answering questions and disseminating information about Big Bear Lake and the surrounding area; answering questions about Lake regulations and District policies.
- 2% MAINTAINS SAFE AND CLEAN WORKING ENVIRONMENT BY:  
Cleaning work area after each shift; complying with procedures, rules, and regulations.
- 1% PREVENTS LOSSES AND DAMAGE BY:  
Reporting vandalism and other irregularities; informing violators of District rules and regulations.
- 1% MAINTAINS DEPARTMENT SUPPLIES INVENTORY BY:  
Checking stock to determine inventory levels; anticipating needed supplies; placing orders for supplies per established procedures; verifying receipt of supplies.
- 1 % MAINTAINS SAFE TRAFFIC CONDITIONS BY:  
Monitoring and directing traffic when needed during holiday launch ramp assignments; reporting unsafe street and facility conditions per established procedures.
- 1% MINIMIZES PERSONAL INJURY AND DOCUMENTS PERSONAL INJURIES AND ACCIDENTS BY:  
Providing trained first aid, CPR, and AED when needed; radioing or telephoning for emergency assistance.

**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: Operation of a variety of hand and power tools; heavy equipment operation; facility maintenance; public contact positions.

SKILLS AND ABILITIES: Safe operation of vehicles and motor driven equipment such as boats, tractors, aquatic weed harvesters, and forklifts for up to eight (8) hours a day; use of hand and power tools; performs a variety of maintenance and construction work; follows oral and written directions with minimum supervision; maintains accurate records; has excellent public contact skills; basic math and calculator operation; radio communications; maintains cooperative and professional relationships with other employees.

**ADDITIONAL KNOWLEDGE AND UNDERSTANDING:**

**INFORMATION PROCESSING**

Principles of work safety; identifies and answers public’s questions and concerns; ability to think and react quickly and implement an effective course of action; request appropriate emergency services.

SPECIAL REQUIREMENTS: Valid California driver’s license, class A, B, or C; class A driver’s license may be required and training to obtain it will be made available; good driving record with no multiple or serious accidents or violations during the past two years; this position will be tested for and must pass a certified first aid and CPR class; shall complete AED training; may be subject to D.O.T. drug and alcohol testing regulations.

**SCOPE OF RESPONSIBILITY**

Proper operation of maintenance equipment; completion of various maintenance assignments with and without supervision; ensures that areas assigned for aquatic weed control are treated per established procedures and in a timely manner; disseminates correct public information.

**INTERPERSONAL COMMUNICATION**

Oral communication with the public in one on one or group situations; often works closely with other employees.

**IMPACT ON RESULTS**

Improper operation of equipment can cause down time for repairs, damage to equipment and property, and can also result in injury; improper aquatic weed harvesting practices can reduce program goals and impairs boating, swimming, and fishing access which generates complaints from the public; incorrect information is an inconvenience to visitors and other employees; incomplete or inaccurate work and inappropriate behavior causes a negative perception of the District; improper response to safety issues could jeopardize the welfare of visitors and other employees.

**DESCRIBE CONTROLS**

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 that all job requirements are met; debriefing session after incidents if necessary.

**CONFIDENTIAL AND SENSITIVE INFORMATION**

All employee personal information is confidential and not available to the public.

**WORK SCHEDULE**

Seasonal position during the spring, summer, and possibly fall months. Required to work days, evenings, nights, 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.

- Close                       Far                       Color                       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 \_\_\_\_\_