

NOW ACCEPTING APPLICATIONS



2026 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 \$24.11 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 2025

Starting wage
\$24.11 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: JANUARY 29, 2026
CLOSING DATE/ TIME: UNTIL FILLED
SALARY: \$24.11 HOURLY
JOB TYPE: SEASONAL
LOCATION: BIG BEAR LAKE, CALIFORNIA
AGENCY: BIG BEAR MUNICIPAL WATER DISTRICT
DEPARTMENT: OPERATIONS
REPORTS TO: LAKE OPERATIONS MANAGER
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 |

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 _____