

EMPLOYMENT



OPPORTUNITY

PORT SAN LUIS HARBOR DISTRICT

HARBOR PATROL RESERVE PROGRAM NON-BENEFITTED, PART-TIME POSITIONS

APPLICATION DEADLINE: RECRUITMENT IS CONSIDERED OPEN AND CONTINUOUS, AND MAY CLOSE AT ANY TIME.

POSITIONS AVAILABLE:

RESERVE HARBOR PATROL DECKHAND

PAY RANGE: \$19.98 - \$25.49/hr.

RESERVE HARBOR PATROL BOAT OPERATOR

PAY RANGE: \$20.99 - \$26.79/hr.

RESERVE HARBOR PATROL OFFICER

PAY RANGE: \$22.06 - \$28.16/hr.

TYPE OF WORK: The Harbor Patrol Reserve Program is designed to enhance the capabilities and strengths of the Harbor Patrol Department in Port San Luis, as well as serve as a training ground for future permanent employees. Harbor Patrol Reserves must be available on weekends and approximately 20 hours per week; will be used for special events, holidays and weekends, and to assist in maintaining staffing levels by providing coverage during training, court, sickness and vacations. Reserves will have the unique opportunity to train and work with permanent Harbor Patrol Officers in many aspects of the job. Some of these aspects include routine patrol, boater education, public relations, deck handling, emergency response, and a multitude of other assignments.

EMPLOYMENT REQUIREMENTS:

PLEASE SEE EACH JOB DESCRIPTION FOR A COMPLETE LISTING OF REQUIREMENTS

PHYSICAL DEMANDS AND WORKING CONDITIONS: Active physical work without prolonged heavy exertion, but with continuous exposure to unpleasant elements such as dust, mud, fumes, odors, dampness, raw or treated sewage, noise levels, or outside weather conditions. On feet most of the time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; frequent lifting of objects up to 25 lbs, with occasional lifting of objects weighing over 50 lbs. Must be able to communicate information to other workers via radio.

OTHER REQUIREMENTS: Medical Exam, Drug Test and Background Check.

SELECTION PROCEDURE:

Applications received will be reviewed for accuracy, completeness, & job-related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements will be invited to participate in the selection process. Appointment is subject to successfully passing an oral interview, written test, background check and medical exam including drug test. Before starting work, applicants must present documentation of their identity, authorization to work in the U.S., and a valid California Driver's License. The provisions of this bulletin do not constitute a contract expressed or implied and may be revoked without notice. FSLA non-exempt.

APPLICATION PROCESS:

A job description and application may be obtained at the Port San Luis Harbor District Office, 3950 Avila Beach Drive, Avila Beach, CA (Mon.-Fri. 8:00-12:00 & 1:00-4:30) or by sending a self-addressed stamped envelope to P.O. Box 249, Avila Beach, CA 93424. Job information and application are also available on line at www.portsanluis.com/2170/employment. Applications must be complete and received in the Harbor Office by the application deadline. Faxes are not accepted. Resumes will not be accepted in lieu of a completed application, but may be attached. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge. An equal opportunity employer.

Class Title:

Reserve Harbor Patrol Deckhand

Approved 2/28/17

Type of Work:

Under direct supervision, assist Harbor Patrol Department by providing crew support for vessel operations and landside duties. Assists in the patrol of District parking lot areas to ensure orderly trailer boat and vehicle parking. Performs light maintenance on vehicles, vessels, and buildings. Acts as deckhand on facility patrols, search and rescue cases; may conduct emergency vessel pump outs, may administer CPR and emergency medical aid, may assist in parking enforcement. Answers questions and provides accurate information to District patrons.

Typical Duties Performed:

1. Public safety duties, including general visitor services.
2. Assist District patrons and visitors by answering questions and explaining District policies and regulations.
3. Patrols District facilities.
4. Conveys mooring regulations and District policy to transient vessels.
5. Accounts for supplies and equipment.
6. Drives District vehicles and may operate Water Taxi.
7. Performs such office duties as maintaining records.
8. Assists in conducting search and rescue activities under the direction of a Harbor Patrol Officer.
9. Maintains watch on radio frequencies.
10. Provides assistance to other Port employees, tenants and users as available and consistent with assigned priorities.
11. Cooperatively assists maintenance and operations.
12. Responsible to perform emergency and assigned maintenance, including vehicle, vessel and light building and housekeeping.
13. Perform related duties and responsibilities as required.

Knowledge Of:

- District Policies and Ordinances.
- Principles of customer service.
- Principles of First Aid and CPR.
- Radio procedures.
- Boat crewman principles.

Ability To:

- Follow written and oral instructions.
- Interpret policies, rules and regulations for members of the public, Port tenants and others in competent manner.
- Swim 200 yards, unassisted.
- Currently have or be willing to obtain necessary certifications for the use of equipment for the position.
- Recognize unsafe practices and procedures.

Desirable Education and Experience:

Graduation from High School and one year of experience in a position that requires interaction with the public or any combination of training, experience, and/or education that would provide the desired knowledge and abilities.

Special Requirements:

- Positive attitude and interest in working outdoors.
- Willingness to wear prescribed uniform.
- Willingness to work on Saturdays, Sundays, holidays and other irregular hours.
- Have and maintain valid California Driver's License and a driving record that meets Harbor District standards.
- Possess First Aid and CPR Certificates that meet or exceed Title 22 or comparable qualification.
- Must pass annual swim requalification.
- This is an introductory position within the Reserve Harbor Patrol series, the applicant must meet all Reserve Deckhand training qualification requirements within 1 ½ years of employment and may progress into the Reserve Harbor Patrol Boat Operator or Reserve Harbor Patrol Officer position.

Physical Demands and Working Conditions:

Active physical work without prolonged heavy exertion, with intermittent to frequent exposure each day to unpleasant elements such as: dust, fumes and odors, dampness, raw or treated sewage, and noise levels or outside weather conditions. On feet most of time involving: bending, stooping, squatting, twisting, reaching, working on irregular surfaces, frequent lifting of objects up to 25 pounds with occasional lifting of objects weighing over 50 pounds.

FSLA Status: Non-exempt.

Class Title:

Reserve Harbor Patrol Boat Operator

Approved 2/28/17

Type of Work:

Under general supervision: Patrols District waters using District vessels and vehicles; performs search and rescue ocean operations; performs emergency medical procedures; provides information and collects monies from patrons for various services; provides boating safety information to the public. Performs maintenance on vessels, conducts facility patrols, and conducts emergency and non-emergency vessel dewatering.

Typical Duties Performed:

1. Public safety duties, including general visitor services.
2. Assist District patrons and visitors by answering questions and explaining District policies and regulations.
4. Conveys mooring regulations and District policy to transient vessels.
5. Accounts for supplies and equipment.
6. Operates District vessels and vehicles and may operate Water Taxi.
7. Performs such office duties as maintaining records and completes work orders.
8. Assists in conducting search and rescue activities under the direction of a Harbor Patrol Officer.
9. Maintains watch on radio frequencies.
10. Provides assistance to other Port employees, tenants and users as available and consistent with assigned priorities.
11. Cooperatively assists maintenance and operations.
12. Responsible to perform emergency and assigned maintenance, including vehicle, vessel and light building and housekeeping.
13. Patrols the water and shore side areas of the Port San Luis Harbor District providing safety surveillance of activities and maintains accurate and complete logs of patrol activities.
14. Provides boaters with safety information.
15. Makes safety checks of vessels when moored, anchored, or authorized to board.
16. May secure untethered or poorly fastened floating equipment to avoid potential damage to vessels or other property damage.
17. Retrieves flotsam and jetsam or arranges for its removal from water areas to avoid damage to vessels or other property.
18. Tows small craft in distress to safety.
19. Acts professionally in emergency situations including fires, hazardous material spills, and rescues by applying appropriate knowledge, skills, and using appropriate equipment.
20. Provides information and assistance to patrol officers, maintenance personnel, outside governmental agencies and others as available and consistent with assigned priorities.
21. Maintains all on board equipment, ensuring it is in usable condition.
22. Perform related duties and responsibilities as required.

Knowledge Of:

- District Policies and Ordinances.
- Principals of customer service.
- Boating safety rules and California Boating laws.
- Knowledge necessary to maintain, operate and perform routine repair on District vessels.
- General harbor operations.
- Advanced First Aid, CPR and rescue techniques.

Ability To:

- Interpret policies laws, rules and regulations to members of the public, Port tenants, and others in a competent manner.
- Use appropriate public relations skills.
- Perform well in emergency situations, perform water rescues and render first aid when necessary.
- Currently have or be willing to obtain necessary certifications for the use of equipment necessary for the position.
- Swim 200 yards, unassisted.
- Operate and/or crew on a patrol boat in all weather and under other adverse conditions.

Desirable Education and Experience:

Graduation from High School, experience as a Reserve Harbor Deckhand; and, certification in the operation and maintenance of small boats; or any combination of education and/or experience that could likely provide the desired knowledge and abilities.

Special Requirements:

- Positive attitude and interest in working outdoors.
- Willingness to wear prescribed uniform.
- Willingness to work on Saturdays, Sundays, holidays, irregular hours and rotating shift work.
- Have and maintain valid California Driver's License and a driving record that meets Harbor District standards.
- Possess First Aid and CPR Certificates that meet or exceed Title 22 or comparable qualification.
- Must pass annual swim requalification.
- Coast Guard Captains License preferred.
- This is an intermediate position within the Reserve Harbor Patrol series, the applicant must meet all Reserve Harbor Patrol Boat Operator training qualifications within 2 ½ years of employment and may progress into the Reserve Harbor Patrol Officer Position within 4 years.

Physical Demands and Working Conditions:

Active physical work without prolonged heavy exertion, with intermittent to frequent exposure each day to unpleasant elements such as: dust, fumes and odors, dampness, raw or treated sewage, and noise levels or outside weather conditions. Employee will be on their feet most of the time involving: bending, stooping, squatting, twisting, reaching, working on irregular surfaces, frequent lifting of objects up to 25 pounds with occasional lifting of objects weighing over 50 pounds.

FSLA Status: Non-exempt.

Class Title:

RESERVE HARBOR PATROL OFFICER

Approved 2/28/17

Type of Work:

Under general supervision, the Reserve Officer provides and leads the delivery of safety and security services to the users of the District by providing water and shoreside patrol; provides information to District tenants, users, and the general public; investigates and makes reports of incidents; enforces laws, ordinances, safety regulations and District policies; provides search, rescue and emergency medical services; maintains equipment and performs related duties as required. This is an armed position.

Typical Duties Performed:

1. Public safety duties, including general visitor services.
2. Assist District patrons and visitors by answering questions and explaining District policies and regulations.
4. Conveys mooring regulations and District policy to transient vessels.
6. Operates all District vessels and vehicles.
7. Respond to medical emergencies; provide First Aid and CPR as needed; contact appropriate agencies for assistance
8. Assist in planning and carrying out of special projects, special enforcement, education and notification.
9. Monitor special events for compliance with District permits, assist with special events if deemed necessary.
10. Provides assistance to other Port employees, tenants and users as available and consistent with assigned priorities.
12. Assist vessels during hazardous storm, fire, or related conditions.
13. Patrols the water and shore side areas of the Port San Luis Harbor District providing safety surveillance of activities and maintains accurate and complete logs of patrol activities.
14. Provides boaters with safety information.
15. Makes safety checks of vessels when moored, anchored, or authorized to board.
16. May secure untethered or poorly fastened floating equipment to avoid potential damage to vessels or other property damage.
17. Retrieves flotsam and jetsam or arranges for its removal from water areas to avoid damage to vessels or other property.
18. Tows vessels as needed.
19. Respond to and provide initial limited attack on fires in boats, on piers, harbor businesses and on District property.
20. Provides information and assistance to patrol officers, maintenance personnel, outside governmental agencies and others as available and consistent with assigned priorities.
21. Maintain a state-of-the-profession knowledge of the latest laws, equipment and techniques.
22. Respond to and enforce violations of District Ordinances, regulations and minor crime violations within the District; educate and cite violators as appropriate on District property and in adjacent areas.

23. Maintain a log of significant occurrences on assigned shift; conduct briefings for relief officers; investigate and prepare reports on specified events such as accidents, suspicious circumstances, and crimes; conduct special crime prevention details, as needed; testify in court.
24. Perform routine clerical duties including word processing, answering phones, and operating radios; receive and log lost property; request information through the DMV and allied agencies to obtain appropriate information; take pictures of work related subjects as needed.
25. May work solo for shift coverage and/or on-call as needed.
26. Perform related duties and responsibilities as required.

Knowledge Of:

- Techniques and procedures used to enforce laws and ordinances within the Harbor District.
- Principals of customer service.
- Boating safety rules, seamanship and California Boating laws.
- Adequate knowledge necessary to properly maintain, operate and perform routine repair and maintenance to patrol vessels.
- Law enforcement principles and techniques including report writing, radio procedures, laws, rules and regulations applicable to District property and operations; and basic fire suppression safety and techniques.

Ability To:

- Interpret policies laws, rules and regulations to members of the public, District tenants, and others in a fair, friendly and educational manner.
- Apply law enforcement principles and techniques effectively and efficiently.
- Perform well in emergency situations.
- Perform water rescues and render first aid when necessary.
- Make public presentations as part of the District's outreach program.
- Currently have or be willing to obtain necessary certifications for the use of equipment necessary for the position.
- Swim 200 yards, unassisted.
- Operate and/or crew on a patrol boat in all weather and under other adverse conditions.

Desirable Education and Experience:

Graduation from High School, experience as a Reserve Harbor Patrol Deckhand and/or Harbor Patrol Boat Operator; and, experience in the operation and maintenance of small boats; successful completion of an appropriate course of officer safety and law enforcement training at or above that which is required in the Department's Use of Force Policies and Procedures; or any combination of education and/or experience that could likely provide the desired knowledge and abilities.

Special Requirements:

- Positive working attitude and an interest in working with the public.
- Willingness to wear prescribed uniform.
- Willingness to work on Saturdays, Sundays, holidays, irregular hours and rotating shift work.

- Have and maintain a valid California Driver's License and a driving record that meets the Harbor District standards.
- Possess First Aid and CPR Certificates that meet the requirements of Title 22 or comparable qualification.
- Must pass annual swim requalification.
- Valid P.C. 832 certification in Arrest and Firearms.
- Must maintain the legal ability to possess firearms while on duty.
- Ability to obtain a Coast Guard Captains License.
- This is the advanced position within the Reserve Harbor Patrol series, the applicant must meet all Reserve Harbor Patrol Officer training qualifications within 3 years of employment.

Physical Demands and Working Conditions:

Active physical work without prolonged heavy exertion, with intermittent to frequent exposure each day to unpleasant elements such as: dust, fumes and odors, dampness, raw or treated sewage, and noise levels or outside weather conditions. Employee is on their feet most of time involving: bending, stooping, squatting, twisting, reaching, working on irregular surfaces, frequent lifting of objects up to 25 pounds with occasional lifting of objects weighing over 50 pounds.

FSLA Status: Non-exempt.