



# Harbor Patrol Officer I/III

\$4,753 – \$6,973/Month

Port San Luis Harbor District  
Avila Beach, California



**Application Submittal Deadline: Friday, October 16, 2020 - 4:30PM**

## The Community

Port San Luis Harbor is located on California's Central Coast, approximately 185 miles north of Los Angeles and 245 miles south of San Francisco. The Harbor is surrounded by the towns of Avila Beach, San Luis Obispo, Pismo Beach, Arroyo Grande, Grover Beach, Oceano and Nipomo. The climate of the area is markedly Mediterranean and the geography is such that it enjoys sunshine when most other local coastal areas are shrouded in fog.

A central focus of the District is the Harford Pier, which was originally developed in the late 1800s and continues to serve a critical function in the economy and identity of San Luis Obispo County.

In 1954, Port San Luis Harbor District was formed as a result of recognition by the citizens of southern San Luis Obispo County of the importance of the Harford wharf and surrounding facilities. The Port San Luis Harbor is one of two protected harbors in San Luis Obispo County and provides a variety of recreational, commercial and boating activities.

## The Organization

The Port San Luis Harbor District is a subdivision of the State of California authorized under the Harbors and Navigation Code section 6000 et seq. The District is an independent special district with five Harbor Commissioners elected by about 70,000 residents of the southern portion of San Luis Obispo County. The Harbor Commission adopts the Mission Statement, establishes goals, objectives and priorities, adopts an annual budget, adopts ordinances, and approves policies of the District. The Harbor Commission appoints a Harbor Manager who plans, organizes, coordinates and guides the

activities of the District consistent with Harbor Commission direction.

The Harbor District's holdings include about 8,400 acres of water area and 125 acres of land. There are currently 26 full-time staff members with an operating budget of over \$6.1 million, and a capital improvements budget of nearly \$2.6 million.

In addition, the Point San Luis Lighthouse was granted to the District in 1992. With the help of the Harbor District, the Point San Luis Lighthouse Keepers, a not-for-profit corporation, was established to preserve, restore and open this historical site, originally built in 1889, to the public. Their work is ongoing with public access to the Lighthouse available through docent-led tours.

For more information on the Port San Luis Harbor District please visit our website at [www.portsanluis.com](http://www.portsanluis.com).

## The Position

### HARBOR PATROL OFFICER I/III

Recruitment will be used to create an eligibility list for future openings.

**Career path:** Harbor Patrol Officer I to Harbor Patrol Officer III (armed) within one year.

**Compensation:** HPO I \$27.42 - \$35.00/hour  
HPO III \$31.52 - \$40.23/hour

Full time position. Benefits include PERS Retirement (New members: Safety 2.7% @ Age 57; Classic members: Safety 2% at Age 50); medical, dental and vision insurance; sick leave; vacation; 11 paid holidays; and life insurance. The District also participates in Social Security.

**TYPICAL DUTIES:** Maintains security of the Port and safety of its users, by providing landside and water patrol using District vessels and vehicles, bicycles or on foot; enforces laws, rules and regulations within the District; performs ocean search and rescue operations; performs emergency medical procedures; performs boat maintenance and general maintenance; provides information to and collects fees from patrons for various services; investigates and documents incidents. Shift work including weekends, nights, and holidays. Harbor Patrol Officer III classification assigns leadership duties, including the training of other officers, and is an armed position.

## Employment Standards:

**Qualifications:** Knowledge of boat operation and maintenance; good mechanical skills; basic principles of public service and contact; report writing; techniques and procedures used to enforce the laws, rules and regulations applicable to Port property and operations within a Harbor District; emergency medical procedures; radio procedures; and solid reasoning and judgment skills so as to make good decisions in difficult and stressful situations.

**Education & Experience:** Must be 21 years of age, High School graduate with one year of experience in law enforcement, park or military services, lifeguard service, marine experience, or any combination of training and/or experience that could likely provide the desired knowledge and abilities to professionally carry out assigned duties. *Ability to follow directions is essential.*

## Special Requirements

- Within six months of appointment: Possession of First Aid and CPR Certificates that meet or exceed Title 22; Possession of P.C. 832 Certificate.
- Within twelve months of appointment: Successfully pass an 80-hour Officer Safety Course and successfully pass a 40-hour Tactical Firearms Course; Successfully pass a Boat Operator Qualification Program.
- Within three years of appointment: Ability to obtain a U.S. Coast Guard License with towing endorsement, which must be maintained throughout employment.
- Must be able to respond to Port San Luis within 30-minute travel time while assigned to on-call hours. Must be willing to work Saturdays, Sundays, holidays and irregular hours and rotating shift work, as well as be assigned to 'on call' hours.

## The Criteria and Selection Procedure:

Appointment will be based on best fit, competency, education, training, and experience as it relates to the position, and the successful completion of a written test, swim test, oral interviews, boat operating test, potential site visit, Peace Officer background investigation in accordance with California Law, employment credit check, medical examination, drug screen and psychological evaluation. Before starting work, applicants must present documentation of

their identity, authorization to work in the U.S., and valid Driver's License.

**Applicants are required to submit a completed Port San Luis Harbor District job application with a completed Supplemental Questionnaire attached.** Resumes and cover letters are *optional*, but recommended.

Applications and questionnaires received by the application deadline will be reviewed for accuracy, completeness and 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. Test and interview dates are to be determined.

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## Application Process:

A job description and application with supplemental questionnaire 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 online at [www.portsanluis.com](http://www.portsanluis.com). **Applications must be complete and received in the Harbor District Office by the application deadline.** Postmarks, faxes or e-mails are not accepted after the submittal deadline. 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.

Send or deliver completed applications to:

**Port San Luis Harbor District  
Attn: Harbor Patrol Recruitment  
3950 Avila Beach Drive  
P.O. Box 249  
Avila Beach, CA 93424**

~or email a ***signed, completed*** application to

[careers@portsanluis.com](mailto:careers@portsanluis.com)

**NO LATER THAN 4:30PM OCTOBER 16, 2020.**

No phone calls, please. Information is available online at [www.portsanluis.com](http://www.portsanluis.com).

The provisions of this bulletin do not constitute a contract expressed or implied and may be revoked without notice.

### Port San Luis Harbor District Mission Statement:

**“To serve the public with an array of commercial and recreational boating, fishing, and coastal related opportunities, while ensuring an environmentally responsible, safe, well-managed, and financially sustainable harbor that preserves our marine heritage and character.”**