



**MARCH 2015**  
**FLSA: EXEMPT**

## **HARBOR PATROL SUPERVISOR**

### **DEFINITION**

Under general direction, plans, schedules, assigns, reviews and participates in the work of patrol staff within the Harbor Department; supervises, plans, coordinates, and administers the training of harbor patrol staff; participates in the work of harbor patrol staff, including assigning boats to moorings, assisting the boating public in securing moorings, collecting fees, and patrolling harbor area by boat, foot, and car; provides responsible technical assistance to the Harbor Master; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Harbor Master. Exercises direct and general supervision over harbor patrol staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level class in the harbor patrol class series. Responsibilities include planning, organizing, supervising, reviewing, and participating in the work of harbor patrol staff and providing training to harbor patrol staff. Incumbents are expected to independently perform the full range of harbor patrol duties. Performance of the work requires the use of considerable independent judgment, initiative, discretion, and decision making within established guidelines. This class is distinguished from the Harbor Master in that the latter is a Director level classification that has overall management responsibility for all harbor programs, functions, and activities, and for developing, implementing, and interpreting public policy.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, reviews, and participates in the work of assigned staff in the operation and safety of the City's harbor.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, coaches and counsels employees on performance, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards; sets work schedules and assists with timecard approval and submission.



- Monitors operations and activities of the equipment maintenance and repair work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Inspects harbor vessels and equipment for safety violations; ensures that safety procedures are followed and that safety equipment is worn; makes periodic safety presentations to assigned staff.
- Patrols harbor area and City annexed waters by boat, on foot, and by car; registers boat owners and assigns boats to moorings; explains and assists in securing boats to moorings; collects mooring fees and may count total daily receipts.
- Monitors and relays information via radio and telephone to other City staff, governmental agencies, and the boating public.
- Enforces City, County, State, and Federal laws in harbor and surrounding area for violations including unsafe boat operation, theft, generator noise, disturbing the peace, vandalism, alcohol, and domestic disturbances; exercises discretion when issuing warnings and citations and may detain or arrest violators.
- Tests boats for violation of City's "No Discharge" laws (illegal discharge of waste and hazardous waste); boards incoming vessels and places dye tablets in marine head; assess discharge and issues citations as necessary.
- Operates Justice Data Interface Controller (JDIC) computer terminal through California Justice Information System to retrieve information from National Crime Information Center (NCIC), Department of Motor Vehicles (DMV), California Law Enforcement Telecommunications Systems (CLETS), and other law enforcement record systems.
- Performs security checks and enforces Harbor and marina rules and regulations; interacts with individuals from various socio-economic backgrounds and may encounter hostile situations in the course of work; reports dangerous or suspicious situation to Harbor Master and other emergency personnel and takes appropriate action.
- Provides information, directions, and assistance to the public in a variety of situations; takes reports and assists the public with complaints or unusual situations.
- Operates and maintains vessels; responds to searches, vessel sinking, fires, dive emergencies, groundings, and other emergency and life threatening situations on the waters in and surrounding the harbor, coastal waters, and in the channel in all weather conditions; provides transportation to the mainland for medical emergencies and prisoner transportation.
- Provides mutual aid to law enforcement and emergency response agencies as dispatched and in accordance with departmental policy.
- Provides emergency medical attention to the public when responding to calls for assistance and requests appropriate medical assistance as necessary.
- Answers questions and provides information to the public; investigates inquiries; recommends corrective actions to resolve issues.
- May sign Declaration of Security (DOS) or act of Port Facility Security Officer (PFSO) in the absence of Harbor Master.
- Performs other duties as assigned.

### **QUALIFICATIONS**



## **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Methods and techniques for operation and maintenance of patrol boats and related equipment.
- Principles and practices of emergency response, including principles and practices of Marine fire-fighting, rescue, and emergency medical situations as they apply to harbor operations.
- Methods and practices of operation of radio and telephone communication equipment.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, procedures, and court decisions relevant to assigned area of responsibility.
- Safety practices and equipment related to the work.
- Techniques of first aid and CPR.
- Operating a boat in a safe manner under patrol and emergency conditions.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Customer services techniques and methods, including assessing and taking in fees, responding to inquiries, concerns and complaints, and other related administrative duties.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

## **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned harbor patrol activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Analyze boating and mooring situations and adopt effective courses of action.
- Conduct safety inspections and establish safe procedures.
- Operate a variety of marine vessels in varying weather and sea conditions; tow and maneuver ocean going vessels in emergency situations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.



- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and five (5) years of increasingly responsible experience in performing equivalent duties to the City of Avalon's Harbor Patrol Officer.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a Professional Rescuer (First Aid and CPR) Certification.
- Possession of an Automated External Defibrillator (AED) Certification.
- Possession of a 832 P.C. Arrest and Control Certificate (40 hour course) approved by the California State Commission on Peace Officer Standards and Training (P.O.S.T.)
- Certified to use California Justice Information System (CJIS) through Justice Data Interface Controller (JDIC) computer.
- Possession of a valid Emergency Medical Technician certification.
- Possession of a United States Coast Guard Merchant Mariner credential (6 passengers and above) with towing endorsements.

### **PHYSICAL DEMANDS**

Must possess mobility to work in and around harbor and related waterfront facilities and systems, as well as to work in a standard office setting and use standard office equipment, including a computer; maintain physical standards, including mobility and physical strength and stamina to respond to emergency situations; vision to assess situations and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and marine vessels. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

### **ENVIRONMENTAL ELEMENTS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



## **WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.