



HARBOR PATROL OFFICER I– SEASONAL/PART TIME

Accepting Applications to Develop a Hiring List

Range 41 - \$29.97 - FLSA Non-Exempt

Willingness to work weekends, holidays and graveyard shifts

Part Time Employees can only work no more than 999 hours per fiscal year (July 1 – June 30)

Application Process:

Applications may be picked up at Avalon City Hall from the Front Counter, 410 Avalon Canyon Road, Avalon CA 90704, Monday – Thursday 8 am to 5 pm closed for lunch from 12 noon to 1 pm or by visiting our website at www.CityofAvalon.com/humanresources.

The City is developing a hiring list and applications will be reviewed, those candidates whose experience closely fit the needs of the City shall be invited to continue in the recruitment process. The supplemental questions must be turned in with the employment application.

The final candidate must successfully complete a thorough background check pre-employment physical, drug screen and live scan.

DEFINITION

Under general supervision, performs a wide variety of patrol and related duties involving the operation and safety of the City's harbor, including assigning boats to moorings, assisting the boating public in securing moorings, collecting fees, and patrolling harbor area by boat, foot, and car; explains and enforces usage rules; provides weather and sea condition information to the National Weather Service and the general public; responds to emergency situations; works with other law enforcement agencies, fire, rescue, paramedics, and others as required; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. No supervision of staff is exercised.

CLASS CHARACTERISTICS

This is the journey-level class in the harbor patrol series that performs the full range of duties required to ensure safe and effective operation of the City's Harbor, including assigning boats to moorings, assisting the boating public in securing moorings; and collecting fees. The work requires independence and discretion in working with the public and in conducting harbor patrol and rescue activities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Harbor Patrol Officer II in that the latter possesses a valid California Emergency Medical Technician certification and a United States Coast Guard Merchant Mariners Credential with towing endorsements.



HARBOR PATROL OFFICER I– SEASONAL/PART TIME

Accepting Applications to Develop a Hiring List

Range 41 - \$29.97 - FLSA Non-Exempt

Willingness to work weekends, holidays and graveyard shifts

Part Time Employees can only work no more than 999 hours per fiscal year (July 1 – June 30)

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.

- 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; assesses 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 situations to the 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, vessels sinking, fires, dive emergencies, groundings, and other emergencies 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
- Prepares and maintains reports, logs, records, and accurate files.
- May perform minor maintenance and construction on boat and harbor facilities on an as needed basis.



HARBOR PATROL OFFICER I– SEASONAL/PART TIME

Accepting Applications to Develop a Hiring List

Range 41 - \$29.97 - FLSA Non-Exempt

Willingness to work weekends, holidays and graveyard shifts

Part Time Employees can only work no more than 999 hours per fiscal year (July 1 – June 30)

- May assist in training new employees.
- When assigned to the Cabrillo Mole facility, monitors and maintains the facilities, docks, ramps, and parking areas in safe working order; enforces public safety, including traffic and parking laws and ordinances; ensures compliance with the security requirements of the Maritime Transportation Security Act and harbor security plans..
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- 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 techniques for operation and maintenance of patrol boats and related equipment in a safe manner under patrol and emergency conditions.
- 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.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Techniques of safely towing marine vessels, including during inclement weather situations
- 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:

- Learn, explain, and apply boating and harbor rules and regulations.
- 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.
- Make sound, independent decisions in emergency situations.
- Safely tow marine vessels, including during inclement weather situations.
- Organize own work, set priorities, and meet critical time deadlines.



HARBOR PATROL OFFICER I– SEASONAL/PART TIME

Accepting Applications to Develop a Hiring List

Range 41 - \$29.97 - FLSA Non-Exempt

Willingness to work weekends, holidays and graveyard shifts

Part Time Employees can only work no more than 999 hours per fiscal year (July 1 – June 30)

- Operate the equipment and vehicles of the department in a safe and responsible manner.
- 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 (12th) grade. Experience working in a marine environment, including the operation of a marine vessel and working directly with the public is highly desirable. Experience working in a marine environment, including the operation of a marine vessel and working directly with the public is highly desirable.

License:

- 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.) within six months of appointment.
- Certified to use California Justice Information System (CJIS) through Justice Data Interface Controller (JDIC) computer.
- Possession of a Coast Guard Merchant Mariner credential with towing endorsement within three years of appointment.

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 operate a motor vehicle and water vessel, and 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



HARBOR PATROL OFFICER I– SEASONAL/PART TIME

Accepting Applications to Develop a Hiring List

Range 41 - \$29.97 - FLSA Non-Exempt

Willingness to work weekends, holidays and graveyard shifts

Part Time Employees can only work no more than 999 hours per fiscal year (July 1 – June 30 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.



HARBOR PATROL OFFICER I– SEASONAL/PART TIME

Accepting Applications to Develop a Hiring List

Range 41 - \$29.97 - FLSA Non-Exempt

Willingness to work weekends, holidays and graveyard shifts

Part Time Employees can only work no more than 999 hours per fiscal year (July 1 – June 30)

Harbor Patrol – Part Time Supplemental Questionnaire

This supplemental questionnaire must be completed and submitted with your City of Avalon employment application. Failure to do so will be deemed as sufficient grounds to deny your entrance into the competitive process.

Applicant Name; _____

1. Please describe any training you have received that you feel is relevant to this position.

2. Describe your ocean and boating experience.

3. List your top three personal qualities that you feel will help you to become a successful Harbor Patrol Officer – Part Time.

4. Describe your actions during a specific stressful situation that you were in and how did you take control of the situation?



HARBOR PATROL OFFICER I– SEASONAL/PART TIME

Accepting Applications to Develop a Hiring List

Range 41 - \$29.97 - FLSA Non-Exempt

Willingness to work weekends, holidays and graveyard shifts

Part Time Employees can only work no more than 999 hours per fiscal year (July 1 – June 30)

5. If hired for this position, are you available year round?

6. Are you available work on:

Weekends?

Holidays?

Evenings?

Graveyard Shifts?

7. How many days a week can you work?