

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: MARINE SAFETY OFFICER**  
**PERSONNEL COMMISSION**  
**COUNCIL APPROVAL**

**DATE: MARCH 4, 2020 (REVISED)**  
**DATE: APRIL 2020 (PENDING)**

<b>JOB CODE:</b>	<b>0467</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MSMA</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROTECTIVE SERVICE WORKER</b>

**JOB SUMMARY**

The incumbent provides supervision of lifeguards and recurrent personnel, patrols beach and ocean areas from an assigned tower, emergency rescue vehicle, or patrol vessel in order to provide first line protection of the lives and property of beach patrons; participates in aquatic and other related emergencies and rescues, and prevents marine accidents.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Marine Safety Captain  
Supervises: Lifeguards and Recurrent Personnel

**DISTINGUISHING CHARACTERISTICS**

The incumbent works under the supervision of Marine Safety Captain. This position is distinguished from the Ocean Lifeguard in that the Marine Safety Officer has a minimum of 1500 hours of Ocean Lifeguard III experience, has completed specific trainings, and has additional responsibilities. The Marine Safety Officer is distinguished from the Marine Safety Captain in that the latter supervises the Marine Safety Officers, requires a greater scope of responsibility, and has additional training and experience.

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### **EXAMPLES OF ESSENTIAL DUTIES**

- Lifeguards an assigned area from a tower, an emergency rescue vehicle or vessel, helicopter or other as assigned
- Surveils swimmers in the water and performs ocean rescues as needed
- Establishes command and control of emergencies until relieved, as needed
- Advises beach goers and boaters of dangerous marine conditions and beach hazards
- Removes dangerous objects from beach and ocean areas
- Provides technical direction to, supervises, trains, and evaluates the lifeguarding activities of subordinates, and shares supervisory responsibilities of all recurrent personnel
- Assists in coordination, management and supervision of personnel, participants and volunteers in Marine Safety programs, including the junior lifeguard program
- Participates in flood, swiftwater, and SCUBA rescue/recovery operations
- Briefs subordinates concerning conditions
- Assigns personnel to designated areas of beach
- Performs minor repairs and routine preventative maintenance on towers, vehicles, vessels, equipment and other facilities within assigned area
- Maintains daily records of activities and completes reports on same; i.e., measures and reports weather, ocean and beach conditions
- Public interaction, including performing community education and outreach
- Answers questions and assists patrons with concerns and inquiries
- Enforces municipal ordinances, and county, state and federal laws, as applicable
- Issues citations and arrests for violations of local, state and federal laws, as necessary, as a peace officer under PC 830.31
- Works with Police, Fire and other agencies as required
- Operates specialized lifesaving equipment
- Performs various first aid practices of a highly skilled nature
- Operates a computer, accessories and standard software applications
- Communicates effectively (written and verbal)
- Attends professional training to stay abreast of industry best practices
- Travels to offsite locations within and outside the City
- Maintains a regular and consistent attendance record
- Adheres to all applicable rules and regulations

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- Performs the essential functions of the job with or without reasonable accommodation
- Performs other related duties as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination may include:*

#### **Knowledge of:**

- Principles and practices of modern lifesaving techniques
- Boat handling, operations and safety
- Operations of equipment and apparatus used
- Emergency Medical Technician (EMT) practices and procedures
- SCUBA/Basic
- Methods, practices and procedures for the training, supervision and evaluation of personnel
- Principles and practices of boating operations, safety and enforcement of regulations and maritime Rules of the Road (Int. Reg. for Prevention of Collisions at Sea/U. S. Inland Navigation Rules)
- Code 3 emergency response driving safety practices and procedures
- Computers and software applications
- Law enforcement policies, procedures, applicable county, state and federal laws, and Municipal Ordinance Codes, and their application to assigned responsibilities

#### **Ability to:**

- Swim in adverse weather and surf conditions for extended periods of time and perform ocean rescues under said conditions
- Size up emergencies, plan and implement an effective course of action, and assist in directing such activities until relieved by a supervisor
- Enforce various rules, regulations, codes and laws as necessary
- Perform EMT and all other emergency and safety practices effectively, efficiently, and in a calm, responsible manner
- Comprehend and enforce department and division rules and regulations

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- Successfully complete job-specific training and/or coursework, comprehend content, and apply and use relevant and technical information on the job in an efficient, effective, calm and responsible manner
- Establish and maintain cooperative working relationships with those contacted in the course of work, including personnel, all levels of the organization and community
- Provide excellent customer service

**Swimming Ability:** Must annually demonstrate an ability to swim 500 meters over a measured course in ten minutes or less. Incumbent must demonstrate an ability to successfully perform an open water rescue.

**Education:** High school diploma or equivalent certificate.

**Experience:** Requires 1500 hours of Ocean Lifeguard III experience with the City of Huntington Beach.

#### **Post-offer, Pre-employment Screening and Background Check Requirements:**

Prior to the commencement of employment in the assignment, the successful candidate must complete required post-offer, pre-employment processes which may include, but not be limited to, professional reference checks, a fingerprint background check, and a medical examination, including psychological evaluation and drug/alcohol testing/screening. Except as otherwise required by law, a criminal record will not necessarily automatically disqualify an individual from a position. The incumbent must meet and maintain established health, vision and hearing standards required for the position.

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed. Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

#### **Certifications/Licenses Required at the Time of Appointment**

Must possess and maintain current and valid:

- A valid California Class C driver license and an acceptable driving record are required by time of appointment and during course of employment
- Emergency Medical Technician (EMT) Certification issued by the State of California or County Emergency Medical Services (EMS) Agency

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- CPR Certification (American Red Cross or approved certifying agency)
- Automatic External Defibrillator (AED) Certification
- PC 832 Powers of Arrest
- SCUBA/Basic
- California Boater Card Issued by the Division of Boating and Waterways (DBW)
- Training or coursework in supervisory skills
- Swiftwater Rescue Technician (Basic) certification issued by approved certifying agency
- Rescue Watercraft (RWC) issued by approved certifying agency

Two (2) years of satisfactory performance evaluations as a Marine Safety Officer and the following additional certifications, licenses and/or training are required for reclassification to Marine Safety Captain:

- SCUBA (Advanced)
- Swiftwater Rescue Technician (Advanced) certification issued by approved certifying agency
- Rescue Systems I certification issued by approved certifying agency
- Lifeguard Helicopter Rescue Training, Huntington Beach Marine Safety Division (HBMSD)
- California Division of Boating and Waterways (DBW) Training:
  - Basic Maritime Officer's Course
  - Rescue Boat Operations
  - Rescue Watercraft (RWC)
  - Marine Firefighter Operations
- Or equivalent training (200 hours) as follows:
  - Basic Boat Operation
  - California Boating Laws
  - Marine Navigation
  - Marine Fire Fighting
  - Marine Weather
  - Rescue Watercraft (RWC)
- Rescue Vessel Operations Training (HBMSD), 200 hours

**SPECIAL CONDITIONS:** Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work, shall be required to participate in the DMV Pull Notice Program.

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**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Work is performed mostly in a beach and ocean environment and occasionally in a general office environment. Work involves prolonged exposure to various weather conditions and elements, including water, sun, various temperatures, and may include exposure to hazardous materials and communicable diseases. Physical strength, endurance, and agility is required for: swimming, paddling, running, walking, standing, squatting, bending, twisting and sitting. Job duties may include strenuous physical activity and/or sitting for extended periods of time, operating assigned motorized equipment, vehicles and vessels. May be required to move, lift and/or drag as much as 150 pounds unaided in an emergency/rescue situation. Must be able to bend at the neck and waist, squat, climb, twist at the neck and waist, and engage in repetitive use of hands for simple to power grasping, fine motor skills/manipulation. Must be able to use hands, wrists and arms to engage in pushing, pulling, reaching above and below shoulder level, reaching, twisting, leaning, operate a computer, keyboard and accessories, as well as other modern office equipment as needed. Must sufficiently meet health, vision and hearing requirements in order to ensure the safety of peers and those in need of rescue efforts.

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed. Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. March 2020/bam