

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION -DRAFT



TITLE: MARINE SAFETY-~~OFFICER II~~ CAPTAIN ~~DATE: SEPTEMBER 2001~~

PERSONNEL COMMISSION: DATE: MARCH 4, 2020 (REVISED)

COUNCIL APPROVAL: DATE: APRIL 2020 (PENDING)

JOB CODE: 0468
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: ~~MSMOA~~
FLSA STATUS: NON-EXEMPT
EEOC CODE: PROFESSIONALS

JOB DUTIES SUMMARY –

The incumbent provides supervision of Marine Safety Officers, lifeguards and recurrent personnel ~~and lifeguards~~, 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; ~~and~~ participates in aquatic and other related emergencies and rescues, and prevents marine accidents.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Marine Safety Battalion Chief

Supervises: Marine Safety Officers, Lifeguards and Recurrent Personnel

DISTINGUISHING CHARACTERISTICS

The incumbent works under the supervision of Marine Safety Battalion Chief. This position is distinguished from the Marine Safety Officer in that the Captain has a minimum of two more years of experience, has completed specific advanced trainings and has additional responsibilities. . The Marine Safety Captain is distinguished from the Marine Safety Battalion Chief in that the latter supervises all Marine Safety Officers and Marine Safety Captains, oversees lifeguards and recurrent staff and Marine Safety programs, requires more experience, and requires a greater scope of responsibility.

~~–~~

~~The incumbent works under the supervision of Marine Safety Lieutenant. This position is distinguished from the Marine Safety Officer I in that the Officer II has two more years of experience than the former, has completed specific advanced trainings, which include the 200-hour California Department of Boating and Waterways Master Mariner Certificate, and additional responsibilities such as SCUBA/Advanced, inflatable rescue boat (IRB), and helicopter rescue. The MSO II is distinguished from the Marine Safety Lieutenant in that the latter supervises all MSO I's and II's, requires a greater scope of responsibility, and has additional years of experience.~~

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EXAMPLES OF ESSENTIAL DUTIES ---The incumbent

- Commands and patrols an assigned area of coastline, responding, with speed, accuracy and efficiency to observed incidents, or those monitored and reported
- Participates in, and establishes command and control of, rescue, first aid and aquatic emergencies until relieved
- Performs the duties of the Marine Safety Battalion Chief in the Battalion Chief's absence
- Participates in flood, swiftwater, cliff, helicopter and SCUBA training and rescue/recovery operations
- 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
- 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 work performance of subordinates
- 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 applicable county, state and federal laws as necessary
- Issues citations for violations of beach, parking and parks ordinances 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

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- 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
 - Performs the essential functions of the job with or without reasonable accommodation
 - Performs other related duties as assigned
- ~~— lifeguards an assigned area from a tower or an emergency rescue vehicle or vessel; performs ocean rescues, informs bathers and boaters of hazardous ocean conditions; removes dangerous objects from beach and ocean areas; supervises the lifeguarding activities of subordinates and participates in flood and swiftwater, cliff, helicopter and SCUBA rescue/recovery operations; supervises, trains, and evaluates the lifeguarding activities of subordinates and shares supervisory responsibilities of all recurrent staff; briefs subordinates concerning conditions; assigns personnel to designated areas of beach; performs routine preventative maintenance on towers, vehicles, vessels, equipment and other facilities within assigned area; receives and records National Weather Service reports; participates in underwater dives; maintains daily records of activities and completes reports on same; interacts with the public on the beach; answers questions and assists patrons with problems; enforces Municipal Ordinances, issues citations for violations of beach, parking and parks ordinances 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; *performs duties of the Lieutenant in the Lieutenant's absence*; participates in and assumes control of all rescue, first aid and aquatic emergencies until relieved; and performs other related duties as assigned.~~

When assigned to boat operations the incumbent may do any of the following:

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- Operates lifeguard rescue vessels in a safe, effective and efficient manner
- Takes command of offshore emergencies until relieved by the appropriate authority
- Uses navigational instruments and ship-to-shore radios
- Provides back up for ocean rescues
- Assists vessels in distress
- Supervises, trains and evaluates the activities and work performance of boat crew
- May perform routine boat inspections
- Assists with the maintenance and repair of HBMSD boats
- Informs marine mechanics of defective and malfunctioning equipment
- Maintains daily records of engine performance and logs vessel activities

~~operates lifeguard rescue vessels; uses navigational instruments and ship-to-shore radios; provides back-up for ocean rescues; assists vessels in distress; supervises and evaluates activities and performance of boat crew; may perform routine boat inspections; maintains boats, including basic hull repairs; informs marine mechanics of defective and malfunctioning equipment; maintains daily records of engine performance and logs vessel activities.~~

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 includes:

~~S:~~

~~K~~

Knowledge of:

- ~~M~~Modern lifesaving techniques;
- ~~B~~Small boat handling, operations and safety;
- ~~O~~perations of equipment and apparatus used;
- Emergency Medical Technician (EMT) practices and procedures;
- ~~A~~Advanced rescue and SCUBA techniques;

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- ~~H~~elicopter and cliff rescue;
- ~~L~~aw enforcement policies, procedures and Municipal Ordinance Codes, applicable federal, state and county laws, and their application to ~~the~~ assigned area; responsibilities
- ~~P~~principles and practices of ~~California Boat Master and~~ boating operations, boating 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
- Methods, practices and procedures for the training, supervision and evaluation of personnel
- Modern general office, record keeping and reporting techniques, processes and procedures

Ability to:

- Swim in adverse weather and surf conditions for extended periods of time and perform ocean rescues under said conditions
- Size up emergency situations, plan and implement the most effective course of action, and assist in directing activities until relieved by a supervisor
- Enforce various rules, regulations, codes and laws as needed
- 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
- Successfully complete job-specific training, comprehend content, and apply and use relevant and technical information on the job in an efficient, effective and controlled manner.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including personnel, all levels of the organization and the community
- Provide excellent customer service
- If assigned to boat operations, safely and effectively, operate a high speed rescue vessel under varying weather and ocean surface conditions
- Take command of offshore emergencies until relieved by the appropriate authority
- Use a directional finder, compass and other navigational aids
- Perform minor repairs and routine boat maintenance duties as needed

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~~swim in adverse weather and surf conditions for extended periods of time and perform ocean rescues under said conditions; size up emergencies and adopt an effective course of action and assist in directing such activities until relieved by a supervisor; enforce various rules, regulations, codes and laws pertaining to marine safety operations; perform EMT practices effectively; learn and enforce department and section rules and regulations; learn SCUBA/Rescue and Dry Suit, ICS 100/200; Instructor 1A & 1B; establish and maintain cooperative working relationships with those contacted in the course of work; provide excellent customer service; if assigned to boat operations, operate a high speed rescue vessel under varying weather and ocean surface conditions; use a directional finder, compass, and other navigational aids; perform routine boat maintenance duties.~~

Swimming Ability: Must ~~initially and~~ 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: ~~Graduation from H~~high school diploma or equivalent certificate.

Experience: Requires a minimum of two (2) years of ocean lifeguardMarine Safety Officer ~~experience~~experience with the City of Huntington Beach.

~~equivalent to the Marine Safety Officer I.~~

Minimum Age: ~~21 years of age.~~

Physical: ~~Excellent health (must pass a City physical and drug screen before appointment); vision requirement is 20/40 uncorrected or 20/20 corrected at appointment. After appointment, an incumbent must meet and maintain the USLA standards which state: possesses adequate vision, hearing acuity, physical ability and stamina to perform the duties of an open water lifeguard as documented by a medical or osteopathic physician.~~

Other: ~~By law, the Department of Justice requires the incumbent to be fingerprinted. In addition, the incumbent must pass a thorough background check.~~

Certifications/Licenses ~~/Certificate~~ Required at the Time of Appointment:

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Must possess and maintain the following: ~~valid certificates.~~

MSO I:

- A valid California Class C driver license and an acceptable driving record are required by time of appointment and during course of employment.
- ~~California driver's license~~
- Emergency Medical Technician (EMT) Certification issued by the State of _____ California or County Emergency Medical Services (EMS) Agency
- Automatic External Defibrillator (AED) Certification
- PC 832 Powers of Arrest
- CPR Training Certification (American Red Cross or approved certifying agency) SCUBA/Basic
- California -Boater Card -Basics issued by the Division of Boating and Waterways (DBW)
- ~~Training or coursework in supervisory skills Basic Supervision~~
- _____
- Swiftwater Rescue Technician (Basic) I (SRT I) certification issued by approved certifying agency
- ~~Rescue Personal Watercraft (RPWC) certification issued by approved certifying agency ; PLUS~~
_____ Required for appointment to MSO II:
- ~~Inflatable Rescue Boat (IRB) Certification~~
- ~~Swiftwater II (SRT II) Certification~~
- ~~Cliff/Rescue Systems I~~ certification issued by approved certifying agency
- ~~HBPD-Lifeguard Helicopter Training, Huntington Beach Marine Safety Division (HBMSD)-Certification~~
- SCUBA/Advanced
- California Department of Boating and Waterways (DBW) Training. Successful coursework completion: Master Mariner (200 hrs.) Certification
 - Basic Maritime Officer's Course
 - Rescue Boat Operations
 - Marine Firefighter Operations
 - Rescue Watercraft (RWC)
- Or equivalent training (200 hours) as follows:
 - Basic Boat Operation
 - California Boating Laws

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- Marine Navigation
- Marine Fire Fighting
- Marine Weather

- _____
- HBMSD-Rescue Vessel Operations Training (HBMSD), 200 hours

Required On-The-Job Training of Incumbent Marine Safety Captain ~~II~~ Within Twenty-four (-2418) Months of Appointment:

- SCUBA/Rescue;
- ICS-FEMA Incident Command System Training: ICS 100 and 200;
- Instructor ~~I4A~~ and ~~I4B~~;
- SCUBA/ Dry Suit-

Recommended Training of Incumbent Marine Safety Captain Within Twenty-four (24) Months of Appointment:

The following Instructor Emergency Response (American Red Cross or approved certifying agency)

- Company Officer 2A, Human Resources Management
- Company Officer 2B, General Administrative Functions
- Company Officer 2D, All Risk Command Operations

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.

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

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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 meet USLA health, vision and hearing standards in order to ensure the safety of peers and those in need of rescue efforts, including functional color vision and normal hearing.

The incumbent must be able to meet the background clearance, health and physical requirements of the class and have the 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.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS ~~--- See physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

4534 (Formerly Marine Safety Boat Operator – Title Change 09/01)
Rev. February 2020/bam