CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION

TITLE: MARINE SAFETY BATTALION CHIEF

PERSONNEL COMMISSION: **DATE: MARCH 4, 2020 (REVISED)**
COUNCIL APPROVAL: **DATE: APRIL 2020 (PENDING)**

JOB CODE:	**0105**
EMPLOYMENT STATUS:	**REGULAR FULL-TIME**
UNIT REPRESENTATION:	**MSMA**
FLSA STATUS:	**NON-EXEMPT**
EEOC CODE:	**OFFICIALS AND ADMINISTRATORS**

JOB SUMMARY

The incumbent provides supervision of Marine Safety Captains, Marine Safety Officers, and oversees the management and supervision of lifeguards recurrent personnel, and those participating in programs, such as volunteers and junior lifeguards; trains and coordinates activities of permanent and recurrent personnel, and provides beach safety through education, prevention and emergency response.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Marine Safety Division Chief
Supervises: Marine Safety Captains, Marine Safety Officers, Lifeguards and Recurrent Personnel

DISTINGUISHING CHARACTERISTICS

The incumbent works under the supervision of Marine Safety Division Chief. This position is distinguished from the Marine Safety Captain in that it is responsible for the supervision, direction and training and evaluation of all Marine Safety Captains and Officers, requires more experience, requires a greater scope of responsibility, including an increased level of managerial responsibilities.

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EXAMPLES OF ESSENTIAL DUTIES

- Provides oversight in the absence of the Marine Safety Division Chief
- Establishes command and control of emergencies until relieved
- Manages and supervises daily marine safety operations, beach emergencies and associated logistical support
- Facilitates coordination and communication with Police, Fire and other agencies, as needed, in order to form a unified command in order to best-coordinate efforts during emergencies and in the event of incidents.
- Personnel management, including work performance evaluation and feedback, coaching, and disciplinary and corrective action implementation, if warranted.
- Enforces Municipal Ordinances and applicable county, state and federal laws as necessary
- Issues citations and arrests for violations of local, state and federal laws as necessary as a peace officer under PC 830.31.
- Operates a computer, accessories and standard software applications
- Creates and implements staffing schedules
- Ensures adequate daily staff levels to provide sufficient and optimum beach safety in the most efficient and effective manner
- Develops personnel through training and support, and provides feedback through regular work evaluations of subordinate employees
- Implements, coordinates, and schedules new and ongoing marine safety training and training curriculum
- Coordinates recruitment, training, testing, and hiring of Marine Safety personnel
- Coordinates re-certification of marine safety captains, marine safety officers, lifeguards and recurrent personnel members
- Ensures observance of work schedules, rules, regulations, policies and procedures by subordinates
- Manages and submits payroll
- Assists in preparation and implementation of the budget
- Ensures proper use of sick, injury, and other leaves
- Reviews daily activity, emergency, accident, and weather reports and maintains Marine Safety records and logs
- Prepares and submits comprehensive statistical reports as required

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- Inspects and inventories facilities, vehicles, boats, and equipment
- Purchases emergency, rescue, and office equipment and supplies
- Drafts and updates Marine Safety policies and procedures as directed
- Serves as the primary point of contact for Marine Safety facilities and equipment repair, improvement, and enhancements
- Maintains current Marine Safety-related data, including a list of Marine Safety employees, emergency contact information, and business contacts list.
- Serves as the Public Information Officer (PIO) for Marine Safety communications
- Coordinates, develops and implements public education programs
- Works with Police, Fire and other agencies as required
- Represents Marine Safety at various lifesaving, first aid, water safety, and related programs and conferences
- Communicates effectively (written and verbal)
- Attends professional training to stay abreast of industry best practices
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Adheres to all applicable rules and regulations
- Performs 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:

- Modern lifesaving techniques
- Small boat handling, operations and safety
- Operations of equipment and apparatus used

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- Emergency Medical Technician (EMT) practices and procedures
- Advanced rescue and SCUBA techniques
- Law enforcement policies
- Incident Command System (ICS) techniques
- SCUBA/Dry Suit instruction practices; procedures
- Municipal Ordinance Codes, county, state and federal laws, and their application to assigned responsibilities
- Principles and practices of boating safety and enforcement of regulations and Rules of the Road applicable to maritime operations (Int. Reg. for Prevention of Collisions at Sea/U.S. Inland Navigation Rules)
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Ability to:

- Respond to and size up emergencies, adopt an effective course of action, and assist in directing such activities until relieved
- Enforce various rules, regulations, codes and laws as necessary
- Perform EMT practices effectively
- Comprehend and enforce department and division rules and regulations
- Comprehend training material and implement material effectively, as needed, when and where it improves and enhances Marine Safety personnel/programs, service and emergency response.
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Provide excellent customer service.

Swimming Ability: Must annually demonstrate an ability to swim 500 meters over a measured course in ten minutes or less.

Education: High school diploma or equivalent certificate, and an Associate's degree or the equivalent is required.

Experience: Requires one (1) year of experience as a Marine Safety Captain with the City of Huntington Beach.

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Licenses/Certifications Required at the Time of Appointment
Must possess and maintain current and valid the following:

- 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
- CPR Training Certification (American Red Cross or approved certifying agency)
- Automatic External Defibrillator (AED) Certification
- PC 832, Powers of Arrest
- Certified Rescue Diver
- California Boater Card issued by the Division of Boating and Waterways (DBW)
- Rescue Watercraft Certification (RWC)
- Swiftwater Rescue Technician Training (Basic and Advanced)
- Rescue Systems I
- Lifeguard Helicopter Rescue Training (HBMSD)
- Rescue Vessel Training (HBMSD)
- FEMA Incident Command System Training, ICS 100 & 200

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

- ICS 300

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.

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PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work is performed in general office, beach and ocean environments. Work may involve 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 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 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

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