

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: MARINE SAFETY BATTALION CHIEFLIEUTENANT ~~DATE: MARCH, 2002~~

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

COUNCIL APPROVAL: DATE: APRIL 2020 (PENDING)

JOB CODE: 0105

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MSMOA

FLSA STATUS: NON-EXEMPT

EEOC CODE: OFFICIALS AND ADMINISTRATORS

DUTIES

JOB SUMMARY

The incumbent provides supervision of Marine Safety Captains, Marine Safety Officers, and oversees the management and supervision of lifeguards ~~and~~ 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.

DISTINGUISHING CHARACTERISTICS

The incumbent works under the supervision of Marine Safety Division Chief. This position is distinguished from the MSO II in that it is responsible for the supervision, direction and

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~~training of all Marine Safety Officers, and possesses a minimum of two years of additional Marine Safety experience.~~

EXAMPLES OF ESSENTIAL DUTIES

~~Under direct supervision of the Marine Safety Chief, the incumbent~~

- ~~Per~~o~~vides oversight in the absence of the Marine Safety Division Chief~~
- ~~E~~s~~tablishes command and control of emergencies until relieved;~~
- ~~M~~p~~rovides oversight in the absence of the Chief; 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.~~
- ~~P~~e~~rs~~on~~n~~e~~l~~management, including work performance evaluation and feedback,
coaching, and disciplinary and corrective action implementation, if warranted.
- ~~E~~e~~n~~f~~o~~r~~c~~es~~Municipal Ordinances and applicable county, state and federal laws as~~
~~necessary~~~~~~
- ~~A~~s~~su~~e~~e~~s citations and arrests for violations of local, state and federal laws as~~
~~necessary as a peace officer under PC 830.31. forces beach ordinances and~~
~~issues citations as required, as a peace officer under PC 830.31~~~~
- ~~;~~O~~p~~e~~r~~a~~t~~e~~s a computer, accessories and standard software applications~~
- ~~-~~C~~e~~r~~eates and implements seasonal staffing schedules;~~
- ~~E~~e~~n~~su~~r~~e~~s adequate daily staff levels to provide sufficient and optimum beach~~
~~safety in the most efficient and effective manner;~~
- ~~D~~e~~v~~e~~lops personnel through training and support, -and provides feedback
through regular work evaluations of~~evaluates subordinate employees;~~~~
- ~~I~~m~~p~~lements, coordinates, and schedules new and ongoing marine safety training
and training curriculum;
- ~~C~~e~~o~~o~~r~~dinates recruitment, training, testing, and hiring of Marine Safety
personnel~~recurrent employees;~~
- ~~C~~e~~o~~o~~r~~dinates re-certification of seasonal-marine safety captains, marine safety
officers, lifeguards; and recurrent personnel members
- ~~E~~e~~n~~su~~re~~s observance of work schedules, rules, regulations, and policies and~~
~~procedures~~by subordinates;~~
- ~~M~~m~~a~~nages and submits bi-weekly payroll;
- ~~A~~a~~s~~sists in preparation and implementation of the budget;

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- Ensures proper use of sick, injury, and other leaves;
- Reviews daily activity, emergency, accident, and weather reports and maintains divisional Marine Safety records and logs;
- Prepares and submits comprehensive statistical reports as required;
- 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;
- ensures Hepatitis-B schedules; Serves as the primary point of contact for Marine Safety facilities and equipment radio, computer, and telephone repair, improvement, and enhancements;
- Maintains current Marine Safety-related data, including up-to-date a list of Marine Safety employees, emergency contact information, and business contacts list.
- Serves as the Public Information Officer (PIO) for Marine Ssafety communications; coordinates and
- Coordinates, develops and implements provides public education programs;
- Works with Police, Fire and other agencies as required;
- Represents the Marine Safety section at various lifesaving, first-aid, and water safety, and related programs and clinics; 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.

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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 includes:

Knowledge of:

- Modern lifesaving techniques;
- ~~S~~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;
- ~~L~~basic law enforcement policies;
- ~~basic~~ 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)
- ~~and Municipal Ordinance Codes and their application to the assigned area;~~
- ~~principles and practices of boating safety and enforcement of regulations, and rules of the road.~~

Ability to:

- Respond to and size up emergencies, ~~and~~ adopt an effective course of action, and assist in directing such activities until relieved;
- ~~E~~enforce various rules, regulations, codes and laws pertaining to marine safety operations; as necessary
- ~~P~~perform EMT practices effectively;
- ~~C~~learn ~~omprehend~~ and enforce department and ~~section~~ division rules and regulations;
- Comprehend ~~learn~~ training material and implement material effectively, as needed, when and where it improves and enhances Marine Safety personnel/programs, service and emergency response. ICS 300, Command 1A and 1B, and Management I course material;

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- ~~E~~establish and maintain cooperative working relationships with those contacted in the course of work;
- ~~P~~provide excellent customer service.

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

Education: ~~Graduation from H~~high school diploma or equivalent certificate, and an ~~Associate's two-year college~~ degree or the equivalent is required.

Experience: Requires one (1) two year s of ~~ocean lifeguard~~ experience as a equivalent ~~to the~~ Marine Safety Captain with the City of Huntington Beach ~~Officer~~.

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

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~~**Physical:** Excellent health (must pass a City physical before appointment). At appointment, the incumbent must meet and maintain adequate vision, hearing acuity, physical ability and stamina to perform the duties of a Marine Safety Lieutenant.~~

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

Licenses/Certifications Required at the Time of Appointment:

Must possess and maintain current and valid the following: a valid

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- 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
- ~~California driver's license~~
- ~~Emergency Medical Technician (EMT) Certification issued by the State of California or County EMS~~
- ~~Automatic External Defibrillator (AED) Certification~~
- ~~PC 832 Powers of Arrest~~
- ~~SCUBA/Basic and Advanced~~
- ~~Advanced Open Water Diver (PADI) (NAUI)~~
- ~~Cal Boat Basics~~

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- ~~Basic Supervision~~
- ~~Personal Watercraft (PWC) Certification~~
- ~~Inflatable Rescue Boat (IRB) Certification~~
- ~~Swiftwater (SRT) I & II Certification~~
- ~~Rescue Technician – Advanced (SRTA)~~
- ~~Cliff Rescue or Rescue Systems I~~
- ~~HBPD Helicopter Certification~~ HBMS Division Helicopter Training
- ~~HBMS Rescue Vessel~~
- ~~ICS Command 100 & 200~~
- ~~Cal Boating Safety Officer Core Training Preferred~~

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.

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

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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

Required for 5% pay-incentive: ICS Incident Command System 300; Command 1A & 1B; and Management I.

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.

Rev. March 2020/bam