



January 30th, 2020

The Ventura Port District, and equal opportunity employer, is advertising to hire a **Part-Time On-Call Marine Safety Officer** to join our team. This position is an entry-level public safety position and works under the direct supervision of the Harbor Patrol and provide support in performing their daily duties. The duties include shift work, working in adverse conditions, responding to emergencies on land and sea, performing first aid, boat maintenance, and performing swim rescues in dangerous ocean conditions.

Minimum qualifications: 18 years of age, California Class C Drivers License, Two years of Ocean Lifeguard Experience, Valid California EMT, Current CPR card, Ability to pass 500 Meter Swim Annually.

If you are interested in this position, please return the attached application by Wednesday, February 19, 2020, by 5:00 PM by email to jrauch@venturaharbor.com or by mail to Ventura Port District, 1603 Anchors Way Drive, Ventura, CA 93001. You may submit a resume and a few supporting documents with the application.

Process: Top applicants will be invited to participate in a pass/fail swim test of 500 meters in 10 minutes or less, and oral interviews as part of the pre-employment selection process. The tentative dates for the pass/fail swim test will be February 22nd & 23rd. Interviews will be scheduled the following week.

Upon job offer, new hires will be required to pass a drug test, physical exam, and a criminal history check. This position is represented by the Service Employees International Union #721

Additional Info: A job description for this position is attached, as well. The starting salary for entry-level Marine Safety Officer is \$17.66 per hour. The Salary Range for this position is \$17.66-\$24.03

I wish you success in the process and look forward to receiving your information

Sincerely,

John Higgins
Harbormaster

1603 Anchors Way Drive Ventura, CA 93001
Tel: (805) 642-8538 / Fax: (805) 658-2249
www.venturaharbor.com

JOB TITLE: MARINE SAFETY OFFICER (NON-SWORN)

FLSA: Hourly - Non-Exempt – Per Diem

JOB SCOPE:

Under general supervision, the Marine Safety Officer performs a variety of support services to the Ventura Port District that include: providing unarmed security; safeguarding harbor facilities and conducting waterborne patrols; operate and maintain harbor patrol craft and patrol vehicle; radio and telephone operations; assist Harbor Patrol Officers in day-to-day activities including vessel tows and emergency calls; provide office support; provide information and assistance to the general public; and other duties as required. This position does not include the initiation of law enforcement or firefighting activities, but may act in supporting roles to these functions under the direction of Harbor Patrol.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from a Full-time Harbor Patrol Officer. Receives general supervision from the Senior Harbor Patrol Officer & Harbormaster. Incumbents do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Water Activities

- Conduct cleaning and routine maintenance on all Harbor Patrol vessels and vehicles. Cleaning includes washing, polishing, scrubbing, shining, waxing all vessels, vehicles and related equipment. Routine maintenance includes checking engine oil, coolant, hydraulic fluids and bilges. Report any abnormal conditions or discrepancies to Harbor Patrol or Vessel Technician.
- Provides Harbor Patrol Officer support during Vessel Patrols and Marine Law Enforcement Calls. Assist in Emergency and Non-Emergency vessel tows, dewatering, fire suppression, search and rescue, medical responses, airplane crashes, body recoveries, and marine debris removal.
- Provides emergency and non-emergency vessel assistance, including towing, dewatering and fire suppression.
- Assist Harbor Patrol to move, place or chart aids to navigation; move and align anchorage boundary buoys; conduct channel soundings, Prepares written reports of significant incidents, including investigation of vessel collisions, oil spills, and rescues.
- Performs swimming rescues in open water or surf situations.

Land Activities

- Patrols all District property by vehicle or on foot with Harbor Patrol Officers and assists in enforcing local regulations, including parking regulations.
- Maintains written log daily of events and incidents.
- Provides First Aid, Cardiopulmonary Resuscitation (CPR) and other EMT services.
- Serves as staff to the Operations Center and answers inquiries from the public.
- Provides information to the general public on boating safety, boating law, weather conditions, and harbor business on weekends and non-business hours.
- Performs swimming rescues in surf and flat water situations

- Opens and closes beach gates and restrooms.

ADDITIONAL JOB DUTIES:

- Serves as the communications hub for rescue calls relaying information from multiple agencies to units in the field and to dispatch center.
- Collects monies from parking machines, wash down and wash machines.
- Assists Vessel Technician with maintenance projects.
- Assists Port District Office Staff with front office duties.
- Posts and provides weather service warnings and information.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

KNOWLEDGE OF:

- Marine law enforcement and firefighting techniques, first aid, lifesaving techniques, and emergency situation management as they apply to harbors and ocean activities.
- Principles of boat operations and towing maneuvers.
- Principles and practices of the operation and maintenance of boats, nautical equipment, and instruments.
- Navigational and boating safety principles.
- Occupational hazards and standard safety practices.
- Boating Safety techniques and procedures.
- California Penal Code, California Harbors and Navigation Code, California Administrative Code, California Vehicle Code, and the Ventura Harbor Ordinance.
- Investigation and report writing technique.
- First Aid and Cardiopulmonary Resuscitation (CPR).

ABILITY TO:

- Make decisions calmly and independently in emergency situations.
- Operate boats and related equipment safely and skillfully in accordance with District ordinances and rules of other governmental agencies.
- Explain and apply boating and harbor rules and regulations.
- Think and act quickly and in a composed manner in emergency situations.
- Operate without direct supervision.
- Deal courteously, patiently, and effectively with boaters and the general public.
- Prepare and present concise and comprehensive written and oral reports.
- Communicate effectively orally and in writing; establish and maintain effective working relationships.
- Enforce laws in an assertive and non-antagonistic manner.
- Communicate to the public and other public safety agencies using multiple radios.
- Organize time and resources to be able to meet deadlines.
- Design and coordinate personnel scheduling and training programs.
- Interpret and apply legal and administrative policies to specific field situations.
- Work rotating shift schedules including holidays, weekends and night.

SKILL TO:

- Operate a variety of marine vessels in varying weather and sea conditions.
- Tow and maneuver ocean going vessels in emergency situations.
- Operate office computers and equipment used in harbor operations; use life saving equipment in emergency situations.

Swimming Ability:

- Swim in adverse weather and surf conditions for extended periods of time and perform ocean rescues under said condition.
- **Must initially and annually demonstrate an ability to swim 500 meters over a measured course in ten minutes or less.**

REQUIRED LICENSES, CERTIFICATIONS, AND EDUCATION:

- High school diploma, GED, or higher.
- Valid Class C California Drivers' License and insurable under the District's policy.
- Valid Cardiopulmonary Resuscitation (CPR) Certification.
- Valid USLA Ocean Lifeguard Certification
- Valid Emergency Medical Technician Certificate in Ventura County

PREFERRED LICENSES, CERTIFICATIONS, AND EDUCATION:

- Valid Penal Code Section 832 P.O.S.T. Certification.
- Valid Firefighter 1 Academy

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level, uneven, moving and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment. The ability to lift, carry, pull, and push tools, ropes, mooring lines, towlines, and other equipment weighing 50 pounds or more and the ability to lift and carry victims are also required. Additionally, incumbents in this class work outdoors in a marine environment and all weather conditions, including wet, hot, and cold with moderate sun exposure. The position entails working in hazardous situations and under conditions that may expose the incumbent to biohazard materials, diesel fumes, and smoke. The nature of the work also requires the incumbents to climb ladders and steps attached to docks and vessels, jump or step from one vessel to another, use power and noise producing tools and equipment, drive motorized vessels, work in heavy weather conditions around moving vessels, swim in the open ocean and surf line and often work in emergency and life threatening situations. Law enforcement duties may expose the person to verbal or physical confrontation and the need to control the individual.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

This class description is not a contract, and it is not intended to show every detail of the duties and responsibilities of the job. It is provided only to supply a general idea of what the class entails.



APPLICATION FOR EMPLOYMENT

An Equal Opportunity / Affirmative Action Employer

If you need assistance in completing the employment application, please inquire at the Ventura Port District Office. Furthermore, the District conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodation (e.g. interpreter, TDD, scheduling adjustments) in the application process, please inform the Ventura Port District Office in writing when you submit your application.

The Ventura Port District does not discriminate against applicants on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, veteran status, genetic information or any other legally protected characteristic. Please direct any complaints about the application process to the Clerk of the Board.

APPLICANT DATA	
Full Name:	
Address:	
Phone:	Cell:
E-mail:	
Position Applying For:	
Date Available to Start:	
Salary Requirements:	
How were you referred to us?	
If you are under 18 years of age, can you provide a work permit? If no, please explain:	
Have you ever worked for this company? If yes, when?	
Are you legally allowed to work in the U.S.?	
Are you or your spouse related to any other employee of this organization? If yes, who?	
Type of employment desired:	Full-Time Part-Time Temporary Seasonal
Have you ever pleaded guilty, no contest or been convicted of a crime? If yes, please explain:	

EDUCATION & TRAINING

Schools Attended & Location	Major Field	Hours Completed/Degree Received

SPECIAL SKILLS OR QUALIFICATIONS

Please indicate (X) your experience/skills/abilities in the following areas:

Typing Speed:	Skills:	Clerical Experience:
below 40 wpm	Word	Receptionist
40-49 wpm	Excel	Data Entry
50-59 wpm	PowerPoint	Bookkeeping
60-69 wpm	Publisher	Web Design/Website Management
above 70 wpm	Project	Filing
	Word	Purchasing
	Social Media:	Secretarial
	Internet:	Records Management
	Other Word Processing:	Cashier (electronic)
	Other Software:	Accounting
	Other:	Other:

EMPLOYMENT EXPERIENCE

(Begin with the most recent position)

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge. I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. Also, I authorize this employer to make such investigations and inquiries of my personal, educational, financial and other related matters as may be necessary for an employment decision. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal document verifying my identify and eligibility for employment. I hereby release employers, schools or individuals from all liability when responding to inquires in connection with my application.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of this employer will be enforceable.

Signature of Applicant: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Interview Date:	Interviewed By:
Notes:	
Ranking:	