



**VENTURA
PORT DISTRICT**

Established 1952

July 14, 2020

Dear Applicant,

The Ventura Port District, and equal opportunity employer, is advertising to fill the position of a **Harbor Patrol Officer I**. This position is a member of the District's Harbor Patrol Department and is represented by the Service Employees International Union #721.

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 a 500 meter swim test in 10 minutes or less annually.

If you are interested in this position, please return the attached application by Monday, August 9, 2021, 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.

All applications and materials will be reviewed to determine if a candidate meets the minimum requirements for the position. As such, it is imperative that the application be completed in its entirety and that the candidate signs the application. Statements such as "see resume" will result in disqualification.

The job application, resumes and all other written materials of those candidates that meet the minimum requirements will be reviewed. The most highly qualified candidates will be invited to an initial interview to evaluate and compare participating candidates' knowledge, skills and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. If you are selected for an interview, we will contact you with the date and time.

The Ventura Port District strives to maintain a drug-free workplace. A pre-employment drug screening is required for this position. Candidates will also be subject to a background investigation prior to a tentative offer of employment. The Ventura Port District will also comply with any ADA requirements.

A job description for this position is attached. The Salary Range for this position is \$3,990 month to \$5,758 month. Placement within the salary range may be dependent on factors such as experience, education, and training.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian D. Pendleton", is written over the word "Sincerely,".

Brian D. Pendleton
General Manager

Attachments: Job Description & Employment Application

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

Ventura Port District

Classification Specification

Date Revised: July 10, 2007

JOB TITLE: **HARBOR PATROL OFFICER I**

FLSA: Hourly - Non-Exempt

JOB SCOPE:

Under general supervision, responsible for the enforcement of all laws and regulations relating to the operation of all watercrafts, public safety inspections and sanitation maintenance within the boundaries, including the Harbor and land areas of the Ventura Port District, as a sworn Peace Officer and Boating Safety Officer; performs related duties as required.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Harbormaster. May exercise lead supervision over Part-Time Harbor Patrol Officers or Harbor Patrol Officers with less seniority.

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

Water Activities

- Patrols harbor by boat enforcing all laws and regulations relating to watercraft operations with PC 832 authority; performs safety inspections and live-aboard vessel inspections; promotes safe boating practices.
- Provides emergency and non-emergency vessel assistance, including towing, dewatering and fire suppression.
- Enforces certain sections of the California Penal Code, California Administrative Code, California Vehicle Code, and the Ventura Harbor Ordinance, which may include writing citations or taking subjects into custody.
- Prepares written reports of significant incidents, including investigation of vessel collisions, oil spills, and rescues.
- Performs swimming rescues in open water or surf situations.
- Coordinate's emergency services with other jurisdictions and response units within an Incident Command System.
- **Pass annual 500-meter USLA swim recertification in 10 minutes or less.**

Land Activities

- Patrols all District property by vehicle or on foot enforcing local regulations with PC 832 authority, 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 security for the harbor area, including making enforcement contacts with individuals, detaining and arresting individuals, working with the Ventura Police Department and running names and vehicle registration through CLETS system.

- Provides information to the general public on boating safety, boating law, weather conditions, and harbor business on weekends and non-business hours.
- 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, washdown and wash machines.
- Performs a variety of duties relating to the service and maintenance of aids to navigation.
- Performs inspection of and assists in performing maintenance on vessels, vessel equipment, radios, and vehicles.
- 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.
- Laws of arrest and self defense
- 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.
- Swim effectively in an ocean environment.
- 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.

LICENSES, CERTIFICATIONS, AND EDUCATION:

- High school diploma, GED, or higher.
- Valid Class C California Drivers' License and insurable under the District's policy.
- Valid First Aid and Cardiopulmonary Resuscitation (CPR) Certification.
- Valid Penal Code Section 832 P.O.S.T. Certification. (Within 1yr of Hire)
- Valid Emergency Medical Technician Certificate in Ventura County.

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 |
|-----------------------------|-------------|---------------------------------|
| | | |
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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: | |