

## **Pine Mountain Lake Association Job Description**

**Job Title:** Seasonal Marina Boat Patrol  
**Job Code:** 64  
**Department:** Marina  
**Location:** Lake/Marina  
**Reports To:** Lake and Marina Facilities Manager  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 02/16/22 sa/mc

### **SUMMARY**

Seasonally operates PMLA Marina pontoon boat to patrol lake and enforce Boating and Lake Rules. Promotes safe boating and recreational activities in a professional and courteous manor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Safely operates vessel and is familiar with casting off lines, starting and maneuvering vessel, and docking procedures.
- - Maintains boat equipment such as, fire extinguishers, boat fenders, lines, pumps and fittings, as well as cleaning the vessel.
- Monitors water ski reservations, and enforces ski pattern compliance and boat speeds.
- Monitors all water activity on the lake to include marina, swim areas, and shorelines for compliance with rules and regulations and established safety practices.
- Checks watercraft on lake for current stickers, registration and required safety equipment.
- Issues written "Notice of Violation" or verbal warnings when appropriate.
- Receives and responds to calls for service or emergencies by radio.
- Patrols lakeshore line and Big Creek inlet for floating objects, dock irregularities, trespassing and other potential safety hazards.
- Performs foot patrol when appropriate at Marina, Lake Lodge, Fisherman's Cove and Dunn Court Beach.
- Using proper equipment cleans docks of goose droppings.
- Tests and utilizes radio communication with Marina staff.
- Provides emergency medical assistance when appropriate and executes or assists with boat rescue operations.
- California Boaters License required (must obtain upon hire).
- Valid California Driver's License required.
- Regular, punctual attendance is required.
- Other duties may be assigned

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate's Degree or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to speak effectively before groups of property owners and guests or employees of organization.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

CPR and First Aid training required. California Boaters License Required. Valid California Driver's License required.

## **OTHER SKILLS AND ABILITIES**

- Ability to operate specific equipment and tools
- Ability to swim in open water
- Good communication skills (verbal, nonverbal and written)
- Ability to adjust to your audience
- Ability to work as a team member

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; stand and sit; and talk or hear. The employee is required to walk for periods up to 30 minutes and must be a strong swimmer. The employee may be required to perform a swimming rescue of a person in the water. The employee must regularly lift and/or move up to 25 pounds and occasionally lift/move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to caustic or toxic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.