

CITY OF SOLANA BEACH

MARINE SAFETY CAPTAIN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, plans, directs and coordinates the activities of the Marine Safety Department; set goals, implements policies and establishes procedures related to this department, including rescue operations; develops and administers the Marine Safety budget; oversees all work performed in connection with the Junior Lifeguard Program Professional Services Agreement; performs related duties as required.

CLASS CHARACTERISTICS

This single position class reports to the Fire Department Chief. The incumbent is responsible for directing the activities and programs of the Marine Safety Department and for oversight of the Junior Lifeguard Program Services Agreement. The Captain position is distinguished from the Marine Safety Sergeant by its managerial responsibilities for the Marine Safety section. The Marine Safety Captain is a classified, FLSA exempt position.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Plans, directs, and coordinates a variety of activities designed to safeguard the public by ensuring adequate lifeguard coverage of city beaches, providing accident preventative measures, aquatic safety education, municipal code enforcement and emergency response.
2. Analyzes operational and service demands and develops comprehensive plans to satisfy needs for Marine Safety Department services; confers with legal advisors, citizens, and city officials on lifeguard services; develops and implements marine safety policies and procedures.
3. Prepares and administers the budget for the Marine Safety Department; originates and implements organizational and staffing patterns to effectively address operational needs, prepares work schedules, initiates all purchase orders and payment requisitions, and prepares payrolls for Marine Safety Department.
4. Advises and otherwise assists the Fire Department Chief, City Manager and City Council in understanding and developing policies governing City responses to marine safety issues; develops and recommends changes or additions to the Municipal Codes; assigns and conducts special projects; assigns and prepares statistical reports.
5. Selects and initiates hiring process for Marine Safety Department employees; plans and organizes work; develops and establishes work methods and standards; reviews and evaluates employee performance; investigates complaints against department employees; executes disciplinary action; maintains personnel records.
6. Directs staff training and development to ensure staff currency in marine safety, rescue operations, first aid and CPR knowledge and skills; directs the preparation of training manuals and instructional materials.

7. Represents the City, or delegates such authority, in relations with the community, advisory committees, other local, state, and federal agencies, and professional organizations; responds to inquiries from the media and prepares press releases.
8. Coordinates marine safety activities with those of other agencies.
9. Assumes command and/or participates in difficult emergency situations; administers first aid and performs CPR; directs the posting of appropriate warning signs when dangerous ocean conditions exist; investigates complaints and accidents; patrols and conducts surveillance of city beaches, operates rescue boat and related equipment.
10. Monitors department daily activities and operations and directs same through subordinate supervisors; conducts field inspections of marine safety operations; prepares special reports on marine safety issues including beach and bluff erosion, and various other written communications; directs the maintenance of departmental facilities, equipment and vehicles.
11. Participates in the preparation and organization of special events; beach construction projects, civic group functions and special aquatic activities.
12. Manages the National Oceanic and Atmospheric Weather Station for National Weather Service; oversees contract work performed for the Marine Safety and Junior Lifeguard Program.
13. Provides vacation and temporary relief as required.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- ◆ Equivalent to a Bachelor's degree from an accredited college with major course work in recreation, sociology, psychology, public administration or related field.

Experience:

- ◆ Four years of progressively responsible ocean lifeguard supervisory experience in marine safety operations involving rescue, first aid, and lifesaving techniques, which includes at least two years at the equivalent level of the City of Solana Beach Marine Safety Sergeant.

Knowledge and Abilities

Knowledge of:

- ◆ Marine safety principles, practices, and techniques.
- ◆ Ocean rescue safety procedures.
- ◆ Ocean shoreline currents and conditions.
- ◆ Beach and coastal erosion.
- ◆ Related municipal codes.
- ◆ Boat rescue procedures; first aid and CPR.
- ◆ Maintenance of safety equipment and facilities.
- ◆ EMS protocols and procedures.
- ◆ Radio codes and procedures.
- ◆ Applicable Federal, State and Local laws, codes and regulations including search, seizure, arrest, and rules of evidence.

- ◆ Public relations techniques; interagency communication and assistance techniques and practices.
- ◆ Considerable knowledge of marine safety organization, administration and management; patrol methods; physical layout and composition of the City including special marine safety problems.
- ◆ Supervisory and training principals and practices.
- ◆ Budgeting principles.
- ◆ Modern office methods, practices, procedures and equipment, including computer hardware and software necessary for word processing and database management.
- ◆ Safe driving principles and practices.

Ability to:

- ◆ Plan, direct, and coordinate department services.
- ◆ Monitor and evaluate employees.
- ◆ Analyze unusual situations and resolve through application of City policy and requisite knowledge.
- ◆ Act effectively in emergency situations; administer first aid.
- ◆ Enforce applicable laws, codes and regulations.
- ◆ Operate a variety of water and emergency rescue equipment during the normal course of business and under critical situations.
- ◆ Perform water rescues.
- ◆ Direct the maintenance of department facilities and equipment.
- ◆ Prepare and administer the Marine Safety budget; prepare and present reports.
- ◆ Work independently.
- ◆ Understand and carry out verbal and written instructions; express ideas clearly and concisely verbally and in writing; read, understand, and apply complex materials.
- ◆ Establish and maintain professional and cooperative working relationships with those contacted in the course of work.
- ◆ Use a computer and utilize software applications such as, word processing, spreadsheets, and database management, as required by the duties of the assignment.

Special Requirements

- ◆ Possession of Basic Ocean Lifesaving, SCUBA Diving, E.M.T., Personal Water Craft Operator, Boat Rescue and P.C. 832 Certificates and Licenses.
- ◆ Incident Command System (ICS) 200 / 300 Certification within 6 months of employment.
- ◆ Possession of a valid Class "C" California driver's license with a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein 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 these essential job functions.

- ◆ Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- ◆ Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- ◆ Mobility: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions, and work at a video display terminal for prolonged periods of time; must have the physical strength, endurance and ability to operate assigned motorized equipment, vehicles and vessels; ability to pass the annual 500-meter open water re-qualification swim test in ten minutes or less.

- ◆ Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- ◆ Vision: Must have vision correctable to 20/30, functional color vision, vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- ◆ Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- ◆ Environment: Incumbents may be exposed to extreme temperatures, inadequate lighting, workspace restrictions, intense noises, and travel. Incumbents may be required to work at both indoor and outdoor environments. Individuals may be exposed to noise, dust and inclement weather conditions.
- ◆ Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment. Incumbents may be subjected to moving mechanical parts, personal injury, physical violence, blood, and body fluids.

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