

NOW ACCEPTING APPLICATIONS



2024

SEASONAL Maintenance

Lake Ranger I category

Looking to fill multiple seasonal positions, up to 40 hours/week, including Saturdays, Sundays, and holidays. Maintenance positions require heavy maintenance and operation of equipment on and around the Lake, trash collection, buoy placement, construction, and janitorial services.

Starting wage is \$22.66 per hour.

Maintenance workers are considered Lake Rangers and perform a variety of activities as described above. The District is seeking all qualified candidates who enjoy working outdoors and interacting with the public.

Applications can be downloaded at:
bbmwd.com/current-employment-opportunities

Applicant must be at least 18 years of age, possess a high school diploma or have successfully completed a GED and hold a current California Driver's License. CPR and First Aid training preferred. Pre-employment physical administered to the successful candidate. Applications must be completed on District forms. Applications accepted until positions are filled. EEO Employer.



Seasonal work
starting April 2024

Starting wage
\$22.66 per hour

BBMWD provides
various
maintenance
services on Big Bear
Lake

Summer
maintenance
includes aquatic
weed control

LAKE MANAGEMENT

40524 Lakeview Dr.
P.O. Box 2863
Big Bear Lake, CA 92315

www.bbmwd.com

Phone: 909.866.5796
Fax: 909.866.6485



BIG BEAR MUNICIPAL WATER DISTRICT LAKE RANGER I

OPENING DATE / TIME: FEBRUARY 14, 2024
CLOSING DATE/ TIME: UNTIL FILLED
SALARY: \$22.66 HOURLY
JOB TYPE: SEASONAL
LOCATION: BIG BEAR LAKE, CALIFORNIA
AGENCY: BIG BEAR MUNICIPAL WATER DISTRICT
DEPARTMENT: MAINTENANCE
REPORTS TO: FACILITY MANAGER
JOBS SUPERVISED: NONE

JOB PURPOSE: PROVIDES LAKE, FACILITIES, AND EQUIPMENT
MAINTENANCE BY:
Operating and maintaining District facilities and equipment.

ESSENTIAL DUTIES & RESPONSIBILITIES:
% of Time

30% MAINTAINS LAKE BY:

Participating in shoreline and lake clean-up activities; installing and removing lake buoys; installing and maintaining monitoring equipment in tributaries and watershed; participating in aquatic plant management program; other assignments as needed.

25% MAINTAINS DISTRICT FACILITIES BY:

Maintaining building equipment, heating, cooling, electrical, and plumbing systems; cleaning restrooms; collecting and disposing of trash; performing a variety of basic landscaping and maintenance work; performing heavy physical labor; safely operating hand and power tools; operating heavy equipment.

20% ENSURES APPROPRIATE OPERATION OF DISTRICT EQUIPMENT AND VEHICLES BY:

Assisting with pre- and post-season maintenance of District equipment; assisting with launching of District equipment; completing preoperative equipment and vehicle checklists; calling for repairs; following manufacturer's instructions and established procedures; evaluating new equipment and techniques.

- 5% TRANSPORTS AND DELIVERS SUPPLIES AND MATERIALS BY:
Operating a variety of trucks, boats, and other equipment.

- 5% FABRICATES, CONSTRUCTS, AND REPAIRS STRUCTURAL WOODWORK AND WOOD PRODUCTS BY:
Following blueprints, drawings, and oral instructions; using carpentry tools and equipment.

- 5% MAINTAINS SAFE AND CLEAN WORKING ENVIRONMENT BY:
Cleaning work area after each shift; complying with procedures, rules, and regulations.

- 2% GREETES AND INFORMS PUBLIC IN PERSON BY:
Answering questions and disseminating information about Big Bear Lake and the surrounding area; answering questions about Lake regulations and District policies.

- 2% PREVENTS LOSSES AND DAMAGE BY:
Reporting vandalism and other irregularities; informing violators of District rules and regulations.

- 2% MAINTAINS DEPARTMENT SUPPLIES INVENTORY BY:
Checking stock to determine inventory levels; anticipating needed supplies; placing orders for supplies per established procedures; verifying receipt of supplies.

- 2% MAINTAINS SAFE TRAFFIC CONDITIONS BY:
Monitoring and directing traffic when needed during holiday launch ramp assignments; reporting unsafe street and facility conditions per established procedures.

- 2% MINIMIZES PERSONAL INJURY AND DOCUMENTS PERSONAL INJURIES AND ACCIDENTS BY:
Providing trained first aid, CPR, and AED when needed; radioing or telephoning for emergency assistance.

While achieving the above job results, the following objectives must always be met:

- MAINTAINS DISTRICT STABILITY AND REPUTATION BY:**
Complying with District Rules and Regulations; wearing and maintaining appropriate District uniform per established policy and procedures; applying a professional and diplomatic behavior at all times.

- MAINTAINS OPERATIONS BY:**
Follows policies and procedures; reporting needed changes; performing other job related duties as assigned.

- CONTRIBUTES TO DISTRICT'S TEAM EFFORT BY:**
Practicing strong interpersonal communication skills; accomplishing related results as needed.

II. JOB QUALIFICATIONS AND JOB EVALUATION DOCUMENTATION

EDUCATION AND KNOWLEDGE:

EDUCATION: High School diploma or equivalent (G.E.D).

EXPERIENCE: Operation of a variety of hand and power tools; heavy equipment operation; facility maintenance; public contact positions.

SKILLS AND ABILITIES: Safe operation of vehicles and motor driven equipment such as boats, tractors, aquatic weed harvesters, and forklifts for up to eight (8) hours a day; use of hand and power tools; performs a variety of maintenance and construction work; follows oral and written directions with minimum supervision; maintains accurate records; has excellent public contact skills; basic math and calculator operation; radio communications; maintains cooperative and professional relationships with other employees.

ADDITIONAL KNOWLEDGE AND UNDERSTANDING:

INFORMATION PROCESSING

Principles of work safety; identifies and answers public’s questions and concerns; ability to think and react quickly and implement an effective course of action; request appropriate emergency services.

SPECIAL REQUIREMENTS

Valid California driver’s license, class A, B, or C; class A driver’s license may be required and training to obtain it will be made available; good driving record with no multiple or serious accidents or violations during the past two years; this position will be tested for and must pass a certified first aid and CPR class; shall complete AED training; may be subject to D.O.T. drug and alcohol testing regulations.

SCOPE OF RESPONSIBILITY

Proper operation of maintenance equipment; completion of various maintenance assignments with and without supervision; ensures that areas assigned for aquatic weed control are treated per established procedures and in a timely manner; disseminates correct public information.

INTERPERSONAL COMMUNICATION

Oral communication with the public in one on one or group situations; often works closely with other employees.

IMPACT ON RESULTS

Improper operation of equipment can cause down time for repairs, damage to equipment and property, and can also result in injury; improper aquatic weed harvesting practices can reduce program goals and impairs boating, swimming, and fishing access which generates complaints from the public; incorrect information is an inconvenience to visitors and other employees; incomplete or inaccurate work and inappropriate behavior causes a negative perception of the District; improper response to safety issues could jeopardize the welfare of visitors and other employees.

DESCRIBE CONTROLS

Verify information with supervisor or main office; counseling sessions, if necessary, to improve work habits and/or behavior; evaluations and reviews as needed to ensure that all job requirements are met; debriefing session after incidents if necessary.

CONFIDENTIAL AND SENSITIVE INFORMATION

All employee personal information is confidential and not available to the public.

WORK SCHEDULE

Seasonal position during the spring, summer, and possibly fall months. Required to work days, evenings, nights, weekends, holidays, and overtime. Must commit to work the established schedule with no personal time off from Memorial Weekend through Labor Day Weekend.

III. ENVIRONMENT

******Must be able to lift a maximum of 50lbs**

PHYSICAL DEMANDS:

- | | | | |
|---|---|--|--|
| <input checked="" type="checkbox"/> Balancing | <input checked="" type="checkbox"/> Crouching | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Standing |
| <input checked="" type="checkbox"/> Carrying | <input checked="" type="checkbox"/> Feeling | <input checked="" type="checkbox"/> Lifting | <input checked="" type="checkbox"/> Stooping |
| <input checked="" type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Fingering | <input checked="" type="checkbox"/> Pulling | <input checked="" type="checkbox"/> Walking |
| <input checked="" type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Grasping | <input checked="" type="checkbox"/> Sitting | <input checked="" type="checkbox"/> Talking |

VISION:

20/30, corrected O.K.

- Close
- Far
- Color
- Depth

HEARING:

Must be within normal range.

EXPOSURES:

- Airborne Particles
- Caustics
- Cleaning Chemicals
- Cleaning Fumes
- Electrical Currents
- Extreme Weather
- Explosives
- Extreme Temperatures
- Flammables
- High Places
- Moving Parts
- Muscular Strain
- Noise
- Odors
- Physical Abuse
- Toxicants
- Verbal Abuse
- Vibration
- Vision Strain



BIG BEAR MUNICIPAL WATER DISTRICT EMPLOYMENT APPLICATION

APPLICANT INSTRUCTIONS

Individuals who need assistance with any phase of the application process should notify the person who gave them the application to request a reasonable accommodation.

1. Please read "APPLICANT NOTE".
2. Complete all pages of form.
3. If more space is needed to complete any questions, additional sheets may be attached.
4. Print clearly: incomplete or illegible applications will not be processed. PLEASE NOTE "NOT APPLICABLE" IF NOT ANSWERING A QUESTION.
5. In accordance with the Immigration Reform and Control Act of 1986, we are required to advise you of the following (1) The MWD will hire only U.S. citizens and aliens lawfully authorized to work in the United States; (2) The MWD requires all new employees to complete the designated forms from the Immigration and Naturalization Service.
6. Return District application in person to the main office at 40524 Lakeview Dr, Big Bear Lake, CA 92315 or email completed application to mschermer@bbmwd.net.

POSITION APPLIED FOR: _____

TODAY'S DATE: _____

NAME: _____
LAST FIRST MI

CELL PHONE: () _____ EMAIL: _____

PHYSICAL ADDRESS: _____

STREET

CITY

STATE

ZIP

MAILING ADDRESS: _____

STREET

CITY

STATE

ZIP

PRIOR ADDRESS: _____

STREET

CITY

STATE

ZIP

APPLICANT NOTE

This application form is intended for use in evaluating your qualifications for employment. This application form is not an offer of employment. If hired, such employment shall be considered "at will" and this application is not intended to constitute a contract of continued employment. False or misleading statements during the interview or on this form may result in the refusal to hire or termination of employment. Applicants are considered for positions without discrimination on the basis of race, color, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state or local laws. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you may be required to submit to a medical review. Depending on company policy and the needs of the job, you may be required to complete a medical history form and may be required to be examined by a medical professional designated by the District. Smoking is prohibited in all indoor areas of the District's facilities unless designated smoking areas have been established at a particular location in accordance with applicable state and local law.

PERMISSION TO WORK IN THE UNITED STATES

Are you legally eligible to work in the United States? Yes No

Proof of employment eligibility will be required if hired.

AVAILABILITY

What date can you start? _____

The District operates every day, including weekends and holidays. Are you available to work any and/or all hours that the District could require, including overtime? Yes No

*Reasonable efforts will be made to accommodate sincerely held religious beliefs.

SECURITY

List states and counties of residence for the past seven years. Use additional paper if necessary

Have you used any names other than those on this page?

Yes No If so, please list here. Use additional paper if necessary.

SECOND MOST RECENT EMPLOYER

PHONE ()
FAX ()

COMPANY NAME _____	CITY _____	STATE _____
FROM _____ TO _____	JOB TITLE _____	SUPERVISOR NAME _____
DATES EMPLOYED _____		
DUTIES _____		
REASON FOR LEAVING _____		

THIRD MOST RECENT EMPLOYER

PHONE ()
FAX ()

COMPANY NAME _____	CITY _____	STATE _____
FROM _____ TO _____	JOB TITLE _____	SUPERVISOR NAME _____
DATES EMPLOYED _____		
DUTIES _____		
REASON FOR LEAVING _____		

FOURTH MOST RECENT EMPLOYER

PHONE ()
FAX ()

COMPANY NAME _____	CITY _____	STATE _____
FROM _____ TO _____	JOB TITLE _____	SUPERVISOR NAME _____
DATES EMPLOYED _____		
DUTIES _____		
REASON FOR LEAVING _____		

CERTIFICATION AND RELEASE

I certify that I have read and understand the applicant note on this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application, whether on this document or not, may result in rejection of my application or discharge at any time during my employment. I authorize the District and/or its agents, including consumer reporting bureaus, to verify any of this information. I release all former employers, persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If District policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

SIGNATURE _____	DATE _____
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