

NOW ACCEPTING APPLICATIONS



2025 SEASONAL Lake Patrol

Lake Ranger II category



Looking to fill multiple seasonal positions, 40 hours/week and possible OT, including Saturdays, Sundays, and holidays. Lake Patrol positions require excellent boat handling and oral and written communication skills, ability to work in a Microsoft Office computer environment, and professional radio communication skills.

Starting wage is \$27.51 per hour.

Lake Patrol officers 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, First Aid, and PC 832 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 2025

Starting wage
\$27.51 per hour

BBMWD provides
necessary training
for Lake Patrol
officers

Boat handling
experience strongly
preferred

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 II

OPENING DATE / TIME: JANUARY 30, 2025
CLOSING DATE/ TIME: UNTIL FILLED
SALARY: \$27.51 HOURLY
JOB TYPE: SEASONAL
LOCATION: BIG BEAR LAKE, CALIFORNIA
AGENCY: BIG BEAR MUNICIPAL WATER DISTRICT
DEPARTMENT: OPERATIONS
REPORTS TO: LAKE OPERATIONS MANAGER
JOBS SUPERVISED: NONE

JOB PURPOSE: **PROVIDES ASSISTANCE TO THE PUBLIC BY:**
Serving as a Lake Patrol officer, and operating and maintaining District facilities and equipment.

ESSENTIAL DUTIES & RESPONSIBILITIES:
% of Time

20 % PROVIDE ASSISTANCE TO THE PUBLIC BY:

Answering questions and disseminating information regarding Big Bear Lake and the surrounding area while on boat patrol; Assisting with ramp operations; explaining District regulations, California Boating Laws, and Harbors and Navigation Codes; providing boater assistance and tows to safety per established policies and procedures.

20% PRESERVES BOATING SAFETY, LAW, AND ORDER ON BIG BEAR LAKE BY:

Patrolling the Lake by boat and enforcing California Boating Laws, Harbors and Navigation Codes, and District Rules and Regulations per established procedures; teaching safe and defensive boating skills; issuing citations; responding to complaints and calls for help; mediating disputes; conducting search and rescue operations; investigating suspicious activities; detaining suspects; calling for other emergency agency assistance; securing facilities; preparing incident reports; making court appearances; attending educational workshops; completing patrol assignments; inspecting private and commercial marina docks; conducting fleet inspections at commercial marinas.

13% COLLECTS LAKE USE FEES AND BALANCES PATROL BANK BY:

Accepting cash or check payments from the public while on boat patrol; making change for cash payments from customers; comparing daily sales totals with currency and checks; submitting sales receipts, and payments at the end of each workweek; maintaining and storing bank and receipts in a safe manner per established procedures and policy, providing bank as requested for random audits.

13% MAINTAINS DISTRICT FACILITIES BY:

Cleaning floating restrooms and other District facilities; collecting and disposing of trash and Lake debris; performing a variety of basic landscape and maintenance work; performing heavy physical labor; safely operating hand and power tools and equipment.

10% COLLECTS DATA AND COMPLETES DEPARTMENT DOCUMENTS BY:

Counting and logging various types of Lake users per established procedures; maintaining log of all Lake Patrol stops.

5% MINIMIZES PERSONAL INJURIES AND DOCUMENTS INJURIES AND BOATING ACCIDENTS BY:

Providing trained first aid and CPR; radioing for additional District personnel or other emergency agency assistance; using emergency fire suppression equipment; gathering victim and witness information; taking photographs and recording observations; completing reports; impounding accident vessels.

5% PREPARES WORK TO BE ACCOMPLISHED BY:

Obtaining necessary documents and planning daily assignment schedule, following procedures in Lake Operations Manual and Lake Patrol Manual.

5% MAINTAINS DEPARTMENT SUPPLIES AND INVENTORY BY:

Checking stock to determine inventory level on floating restrooms and other various District facilities and commercial marinas; anticipating needed supplies; placing orders for supplies per established procedures; verifying receipt of supplies.

5% ENSURES APPROPRIATE OPERATION OF EQUIPMENT BY:

Following manufacturer's instructions and established procedures; notifying District mechanic of needed repairs; completing preventative maintenance and daily operative equipment check; evaluating new equipment and techniques.

2% PREVENT LOSSES AND DAMAGE BY:

Reporting shorezone violations and other irregularities; informing violators of District rules and regulations.

2% MAINTAINS SAFE AND CLEAN WORKING ENVIRONMENT BY:

Cleaning assigned patrol vessel after each shift; cleaning and maintaining other District facilities per established procedures.

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

MAINTAINS DISTRICT STABILITY AND REPUTATION BY:

Complying with all applicable California Boating Laws, Harbor and Navigation Codes, and 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) mandatory. Bachelor's degree or any combination of training, experience, and education which demonstrates the ability to perform the duties of the position.

EXPERIENCE: Extensive boating operation; familiar with California Boating Law and basic boating rules of the road; extensive public contact background.

SKILLS AND ABILITIES: Excellent public communications skills; ability to safely operate a boat in all weather conditions for 8 to 10 hours a day; operate a variety of radio and electronic equipment; operate vehicles and other motor driven equipment; follow oral and written directions; operate a variety of basic office equipment and computers (experience with Microsoft Office preferred); basic math; excellent writing skills; ability to demonstrate a cooperative and professional relationship with the public and other employees.

SPECIAL REQUIREMENTS: California Driver's License and a good record with no multiple or serious traffic violations or accidents during past two years; PC 832 course (training may be offered through the District); this position will also be trained and tested for and must pass a certified first aid and CPR class and obtain California Boater Card once hired; shall complete AED training.

ADDITIONAL KNOWLEDGE AND UNDERSTANDING:

INFORMATION PROCESSING

Ability to think and react quickly and implement an effective course of action; request appropriate emergency services; principles of work and boating safety.

SCOPE OF RESPONSIBILITY

Identifies correct needs and procedures for various reported boating/safety situations and criminal or unlawful activities; responsible for safety of other persons and vessels in various boating situations; completes assignments with very little or no supervision; verifies boat owner/registration compliance.

INTERPERSONAL COMMUNICATION

Close daily oral communication with the public in one on one or group situations; oral communication as needed with local law enforcement personnel; often works closely with other employees.

IMPACT ON RESULTS

Improper response to safety and enforcement issues could jeopardize the safety of visitors and other employees; incorrect information is an inconvenience to visitors and other employees; incomplete or inaccurate work and inappropriate behavior causes a negative perception of the District.

DESCRIBE CONTROLS

Debriefing sessions after incidents if necessary; able to 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 all job requirements are met.

CONFIDENTIAL AND SENSITIVE INFORMATION

Visitor phone number and credit card information; individual background or prior violations information; pending incidents or legal cases; all employee/personnel information.

SCOPE OF FINANCIAL RESPONSIBILITY

Balancing and securing daily revenues per described policies and procedures.

WORK SCHEDULE

Seasonal position during the spring, summer, and possibly fall months. Required to work days, evenings, weekends, holidays, and overtime. Daily work schedule will vary. 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:

- Balancing
- Carrying
- Climbing
- Crawling
- Crouching
- Feeling
- Fingering
- Grasping
- Kneeling
- Lifting
- Pulling
- Sitting
- Standing
- Stooping
- Walking
- 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.

DRIVER'S LICENSE INFORMATION

Do you have a valid driver's license? Yes No
Name on license _____ DL# _____ Type _____ State of Issue _____

Driving records will be verified through the Department of Motor Vehicles

JOB-RELATED SKILLS

Have you been given a job description or had the essential functions of the job explained to you? Yes No
Do you understand these essential functions? Yes No
After carefully reviewing the job description and physical requirements of the job for which you are applying, are you able to perform the essential functions of the job with or without reasonable accommodation? Yes No

PROFESSIONAL LICENSES AND CERTIFICATIONS

Are you licensed/certified for the job applied for? Yes No
Name of license/certifications _____
License/certification number: _____ Issuing State: _____

Has your license/certification ever been revoked or suspended? Yes No
If yes, state the reason(s), date of revocation or suspension, and date of reinstatement: _____

REFERENCES

Include only individuals familiar with your work ability. Do not include relatives or names of supervisors listed below.

NAME	ADDRESS/PHONE	YEARS KNOWN/RELATIONSHIP
1.		
2.		

EDUCATION

Please circle highest grade completed 7 8 9 10 11 12 13 14 15 16 16+

If your school records are under a different name than listed at top of page 1, please enter that name _____

NAME	CITY/STATE	GRADUATED	DEGREE TYPE
HIGH SCHOOL		Yes No	
COLLEGE		Yes No	
OTHER		Yes No	

PREVIOUS EMPLOYERS

PLEASE NOTE: Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the *correct telephone numbers of past employers are critical.*

MOST RECENT EMPLOYER	Are you currently working for this employer? If yes, may we contact?	Yes No Yes No	PHONE () FAX ()
COMPANY NAME	CITY	STATE	
FROM TO	JOB TITLE	SUPERVISOR NAME	
DATES EMPLOYED			
DUTIES			
REASON FOR LEAVING			

SECOND MOST RECENT EMPLOYER

			PHONE ()
			FAX ()
COMPANY NAME	CITY	STATE	
FROM	TO		
DATES EMPLOYED	JOB TITLE	SUPERVISOR NAME	
DUTIES			
(REASON FOR LEAVING			

THIRD MOST RECENT EMPLOYER

			PHONE ()
			FAX ()
COMPANY NAME	CITY	STATE	
FROM	TO		
DATES EMPLOYED	JOB TITLE	SUPERVISOR NAME	
DUTIES			
REASON FOR LEAVING			

FOURTH MOST RECENT EMPLOYER

			PHONE ()
			FAX ()
COMPANY NAME	CITY	STATE	
FROM	TO		
DATES EMPLOYED	JOB TITLE	SUPERVISOR NAME	
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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