



## **Lake of the Pines Association Beach and Boat Patrol Officer - Seasonal Position**

Lake of the Pines Homeowners Association (LOP) is accepting applications for the position of Beach and Boat Patrol Officer. PT hours including days, early evenings, weekends, and holidays. MUST work Memorial Day Holiday weekend, 4<sup>th</sup> of July Holiday, and Labor Day weekend. The officer is responsible to patrol by boat and foot and to monitor the use of Association property and amenities and protection of Association property. Responsible for enforcing boat rules, regulations, and state laws regarding use of our waterways. Also, responsible to enforce rules and regulations governing the use of our beach, marina, and parks. Performs related work as required.

This is a Seasonal, hourly position with a salary range of \$18.19 - \$20.80. The boat patrol season is May – October. Must work all holiday weekends that fall within this timeframe. Pre-employment background search required following conditional offer of employment.

### **Essential Duties and Responsibilities:**

- Enforce LOP Association rules and regulations, Vehicle and Harbor and Navigation Code Sections of the State of California, County of Nevada ordinances, Health and Safety Statutes and other regulations as deemed necessary.
- In event of criminal activity, alert Public Safety gate and/or the proper emergency responding agency.
- Perform duties in a professional and courteous manner. Act to promote positive public relations.
- Document activities in accordance with specified Association and Public Safety Department policies.
- Investigate and submit reports as required ensuring accuracy.
- Be cognizant and aware of all ongoing activities relative to LOP Association.
- When violations or accidents occur, make every effort to assist, protect and investigate activity scene, reporting all essential information/data.
- Maintain Confidentiality of all incidents, crime, and personnel matters and is not to be released or discussed unless authorized.
- Be available to perform any task, duty, or assignment related to beach/boat patrol officer as assigned.
- Ensure Association beach and park facilities are in good working order and report deficiencies.
- Provide assistance whenever possible within limitations of authority and resources. Provide assistance or backup as necessary.
- Respond to all dispatched calls and handle in an appropriate manner in accordance to Public Safety training manual.
- Report boat deficiencies, breakages, maintenance needs as they may occur.

### **Required Skills/Qualifications:**

- High School Diploma or general education degree (GED).
- Ability and experience in operating boats and have thorough knowledge of boat safety including the ABC's of Boating and 'related' State laws.
- Demonstrated ability to swim.
- CA Boater Card Required for ages 50 and under per CA state law effective 1.1.23. Assistance with getting certified after hired may be available.
- Valid California Driver's License in good standing.
- Open Availability including Memorial Day Holiday weekend, 4<sup>th</sup> of July Holiday and Labor Day Holiday weekend.
- Ability to execute duties in a moral and legal fashion cognizant of liberties. Provide services in a fair and impartial manner to all persons; knowing persons have redress/grievance for acts amounting to criminal and civil liability.
- Ability to think clearly and respond in calm and diplomatic manner and carry out special assignments during emergencies.
- CPR/FA/AED certification preferred. Training can be provided if not yet certified.

Applications are available online at [www.lop.org](http://www.lop.org). under About Us/Employment Information. Email resume and employment application to HR@lop.org, or fax application and resume to 530-718-2645, or mail to Lake of the Pines Association, Attn: Human Resources, 11665 Lakeshore N., Auburn, CA 95602.